VT 002 093

Merchandising Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

Karnes, James B., ed.

Missouri Univ., Columbia. Dept. of Industrial Education

Missouri State Dep of Educ, Jefferson City. Vocat Ed Div.

Nov65

DOCUMENT NOT AVAILABLE FROM EDRS 103p.

*DISTRIBUTIVE EDUCATION, INDIVIDUAL INSTRUCTION, GRADE 11, *STUDY GUIDES, *MERCHANDISING, *COOPERATIVE EDUCATION,

Related information is presented for individual study by grade 11 students in preparatory and cooperative distributive education programs. The 180-hour course of study was developed by an advisory committee and an inservice teacher education class. Each of 11 assignment sheets contains information, references, and objective-type tests. Job training activities and related information are coordinated with assignments in 2-column form. Examples of the subjects are -- (1) Buying for Consumer Demand, (2) Negotiating for Price, (3) Handling Incoming Merchandise, (4) Advertising and Displaying Merchandise, (5) Keeping Records and Controlling Stock, and (6) Observing Government Regulations. Progress Record forms for use by teacher, employer, and student are included. Mimeographed copies are available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri 65201. A separate answer key (VT 002 071) is available for 50 cents. (SL)

VT 002 926

Course of Study for Marketing II.

Tennessee State Board for Vocational Educ., Nashville

Tennessee Vocational Curriculum Lab., Murfreesboro

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DOCUMENT NOT AVAILABLE FROM EDRS 420p.

*DISTRIBUTIVE EDUCATION, GRADE 12, *CURRICULUM GUIDES, *TEACHING GUIDES, *MARKETING,

Developed by distributive education teachers for the senior level of a 2-year distributive education curriculum, Marketing II has the same format as the companion manual, Marketing I (VT 002 931). With the instructional outline and teaching suggestions for each major subject area are a list of materials and equipment needed, suggested hand-out sheets, a bibliography, and a glossary of terms. The major sections are -- (1) Career Planning for Professional Growth, (2) Sales Promotion and Public Relations, (3) Advertising, (4) Visual Merchandising, (5) Merchandising, (6) Economics, and (7) Business Psychology. The material is in looseleaf form. Mimeographed single copies are available for $5.00 each from Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130. (SL)

VT 002 931

Course of Study for Marketing I.

Tennessee State Board for Vocational Educ., Nashville

Tennessee Vocational Curriculum Lab., Murfreesboro

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DOCUMENT NOT AVAILABLE FROM EDRS 379p.

*DISTRIBUTIVE EDUCATION, GRADE 11, *CURRICULUM GUIDES, *TEACHING GUIDES, *MARKETING,

This first of a 2-year distributive education curriculum in marketing was developed and field tested by distributive education teachers for high school juniors. Although it was designed for use with the project method of instruction, it may be adapted for use in the cooperative method. For each major subject area are a topical outline with teaching suggestions, a bibliography, a list of materials and equipment needed, suggested handout sheets, and a glossary of terms. The major sections are -- (1) Introduction to Marketing I, (2) Sales Supporting Activities, (3) Salesmanship, (4) Sales Promotion, (5) Business Organization, and (6) Opportunities in Marketing. The material is in looseleaf form. Mimeographed single copies are available for $5.00 each from Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130. (SL)

VT 003 137

Merchandise Information Unit -- Need for Merchandise Information.

Chancey, Gilbert E.

Kentucky Univ., Lexington. Instructional Materials Lab.

DE-81

Nov66

DOCUMENT NOT AVAILABLE FROM EDRS 30p.

*SALESMANSHIP, *MERCHANDISE INFORMATION, *DISTRIBUTIVE EDUCATION, *TEACHING GUIDES, TRANSPARENCIES, GRADE 11, GRADE 12, UNITS OF STUDY (SUBJECT FIELDS),

Designed for teacher use, the unit aims to develop in students an appreciation of and the desire to obtain the merchandise information required for becoming a resourceful sales person. The first of six in the series, it was developed by the Instructional Materials Laboratory for use by junior or senior students in distributive education programs. Suggestions for introducing the unit are given. Subject matter topics are The Importance of Reliable Merchandise Information, The Necessity of Translating Merchandise Information Clearly and Authoritatively to Customers, Determining the Product Information, and Using Merchandise Information as Selling Points. Accompanying each topic are introductory information, a summary, suggested teaching-learning activities, and suggested references and instructional materials. Thirteen transparency masters are included. (SL)

VT 003 139

Merchandise Information Unit -- Labels and Attached Descriptive Materials.

Chancey, Gilbert

Kentucky Univ., Lexington. Instructional Materials Lab.

DE-84

Oct66

DOCUMENT NOT AVAILABLE FROM EDRS 22p.

*SALESMANSHIP, *MERCHANDISE INFORMATION, *DISTRIBUTIVE EDUCATION, *TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), GRADE 11, GRADE 12, TRANSPARENCIES,

The objective of the unit is to help the teacher develop student understandings and abilities required to obtain, interpret, and translate to customers the merchandise information contained on product labels and attached descriptive materials. It was developed by the Instructional Materials Laboratory for junior or senior distributive education students. Suggestions for introducing the unit are given. Subject matter topics are -- Understanding How Merchandise Information Can be Obtained from Product Labels and Attached Descriptive Labels, and Interpreting and Translating Information Obtainable from Product Labels and Attached Descriptive Materials. Accompanying the topics are introductory information, a summary, suggested teaching-learning activities, and suggested references and instructional materials. Six transparency masters are included. This unit is one of six of a merchandise information course of study. (SL)

HEALTH OCCUPATIONS
EDUCATION
SECTION

VT 000 112

Advanced Medical-Surgical Nursing for the Licensed Practical Nurse.

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

May66

DOCUMENT NOT AVAILABLE FROM EDRS 22p.

*CURRICULUM GUIDES, *HEALTH OCCUPATIONS EDUCATION, *PRACTICAL NURSES, NURSING, HOSPITALS, POSTSECONDARY EDUCATION, *INSERVICE COURSES,

The course outline was designed to familiarize the licensed practical nurse (LPN) with recent technological advances in nursing. Emphasis is given to the concepts of progressive care, rehabilitation responsibilities and techniques, and factors affecting the role of the LPN. The outline was developed by a staff curriculum specialist for health occupations and a committee of nurses at the state level. The lessons are (1) The Role of the LPN in Complex Nursing Situations, (2) Emergency Care, (3) Intensive Care, (4) Intermediate Care, (5) Convalescent Care, (6) Self-Care, and (7) The LPN with Advanced Medical-Surgical Nursing Skills. The course can be presented in approximately 11 weeks, two to three hours per week. The teacher should be a registered nurse with experience in patient-centered nursing. Suggested references are listed. (PS)

VT 000 113

Geriatric Nursing for the Licensed Practical Nurse. Extension Course Outline.

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Jan66

DOCUMENT NOT AVAILABLE FROM EDRS 31p.

*CURRICULUM GUIDES, *HEALTH OCCUPATIONS EDUCATION, *PRACTICAL NURSES, NURSING, *AGED, POSTSECONDARY EDUCATION, INSERVICE COURSES,

The outline for 11-week, 2-3 hours per week, course outline was designed for upgrading licensed practical nurses and builds on the preparation received in the basic program which preceded licensure. The fundamental principles of geriatric nursing, as derived from the effects of aging on the individual, the needs of the aged, common disabilities and disorders of the aged, and fundamentals of safe and effective nursing practice form the basis for the outline. The material was developed by a staff curriculum specialist for health occupations and a committee at the state level. The teacher of the course should be a registered nurse with geriatrics experience. The lessons are (1) Introduction to Geriatric Nursing, (2) The Aging Process, (3) Behavior Patterns Among the Aged, (4) Providing for Sociopsychological Needs of the Aged, (5) Providing Diversional Activities, (6) Physical Needs Resulting from Aging, (7) Nutritional Needs of the Aged, (8) Observing the Aged for Changes in Condition, (9) Protection of the Aged, (10) Administration of Drugs to the Aged, and (11) Becoming a Competent Geriatric Nurse. (PS)

VT 000 128

Practical Nursing IV, Course Outline - Teaching Aids.

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Jun64

DOCUMENT NOT AVAILABLE FROM EDRS   133p.

*CURRICULUM GUIDES, TEACHING GUIDES, *HEALTH OCCUPATIONS EDUCATION, *PRACTICAL NURSES, *NURSING, POSTSECONDARY EDUCATION, ASSIGNMENTS, BIBLIOGRAPHIES,

For presentation during the fourth quarter of the 1-year Practical Nurse Education program, this post-high school course is a sequel to Practical Nursing I (VT 000 131), II (VT 000 130), and III (VT 000 129). The materials were developed by individual teachers at the local level, trial tested, and revised. A teacher plan sheet covering objectives, references, and materials needed and a lesson outline including suggested clinical activities and assignments are given for each unit. Units are -- (1) Needs of the Acutely Ill Child, (2) Complex Situations in Maternity Nursing, (3) Administration of Drugs by Injection, (4) Needs of Patients in Immediate Postoperative Period, (5) Needs of the Seriously Ill Patient, (6) Needs of the Patient with Psychosomatic Illness, (7) The Practical Nurse in Community Disaster, and (8) Assuming the Role of Graduate Practical Nurse. The suggested time allotment is 11 weeks, 103-148 hours. The teacher of the course should be a registered nurse with teaching and nursing experience. A bibliography is included. (PS)

VT 000 129

Practical Nursing III, (Course Outline - Teaching Aids).

Milliken, Mary Elizabeth

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Jun64

DOCUMENT NOT AVAILABLE FROM EDRS   210p.

*CURRICULUM GUIDES, TEACHING GUIDES, *HEALTH OCCUPATIONS EDUCATION, *PRACTICAL NURSES, *NURSING, POSTSECONDARY EDUCATION, ASSIGNMENTS, BIBLIOGRAPHIES,

Students enrolling in this course must have satisfactorily completed Practical Nursing I (VT 000 131) and Practical Nursing II (VT 000 130). This outline was designed for presentation during the third quarter of the 1-year, post-high school practical nurse education program covering a period of 11 weeks in 146-211 hours of instruction. The materials were developed by a curriculum consultant and individual teachers at the local level, trial tested, and revised. Lesson outlines are given for (1) Needs of Children with Common Illnesses, (2) Needs of Maternity Patients with Complications and Newborn Infants with Common Disorders, (3) Needs of Patients with Altered Respiratory Function, (5) Needs of Patients with Altered Gastrointestinal Function, (6) Needs of Patients with Altered Musculoskeletal Function, (7) Needs of Patients with Altered Genitourinary Function, (8) Needs of Patients with Altered Endocrine Function, and (9) Needs of Patients with Altered Nervous System Function. The teacher should be a registered nurse with nursing and teaching experience. The appendix contains assignment sheets, sheets for analysis of instructional hours, and a bibliography. (PS)

VT 000 130

Practical Nursing II, (Course Outline - Teaching Aids).

Milliken, Mary Elizabeth * and others

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Jun64

DOCUMENT NOT AVAILABLE FROM EDRS 291p.

*CURRICULUM GUIDES, TEACHING GUIDES, *HEALTH OCCUPATIONS EDUCATION, *PRACTICAL NURSES, *NURSING, POSTSECONDARY EDUCATION, ASSIGNMENTS, BIBLIOGRAPHIES,

Students wishing to take this course must have satisfactorily completed Practical Nursing I (VT 000 131). The outline was designed for presentation during the second quarter of the 1-year, post-high school practical nurse education program covering a period of 11 weeks in 149-213 hours of instruction. The materials were developed by a curriculum consultant and individual teachers at the local level, trial tested, and revised. Lesson outlines are given for nine units -- (1) Nursing Needs Related to Altered Body Function, (2) Therapeutic Methods, (3) Care of the Sick Child, (4) Maternity Nursing, (5) Medical-Surgical Nursing, (6) Needs of Surgical Patients, (7) Administration of Oral Medications, (8) Needs of Patients with Long-Term Illness, and (9) Needs of Patients with Communicable Disease. The teacher should be a registered nurse with teaching and nursing experience. Assignment sheets and a bibliography are given in the appendix. (PS)

VT 000 131

Practical Nursing I, (Course Outline).

Milliken, Mary Elizabeth

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Jun64

DOCUMENT NOT AVAILABLE FROM EDRS 360p.

*CURRICULUM GUIDES, TEACHING GUIDES, *HEALTH OCCUPATIONS EDUCATION, *PRACTICAL NURSES, *NURSING, POSTSECONDARY EDUCATION, BIBLIOGRAPHIES,

Designed for presentation in 330 hours, this outline covers the first quarter of a curriculum developed for the 1-year post-high school practical nurse education program in North Carolina. The materials were developed by a curriculum consultant and individual teachers at the local level, trial tested, and revised. The outline is made up of seven units devoted to promoting the knowledge and understanding, appreciations, and beginning skills needed in practical nursing. The introductory unit is presented in narrative form to show the care with which a teacher should introduce the program and to demonstrate the detailed planning. Other units, presented in outline form with narrative introductions and summaries for each lesson, are (1) Understanding Self and Others, (2) Becoming a Health Worker, (3) The Patient's Environment, (4) The Nursing Plan, (5) Needs of the Dependent Patient, and (6) Observing and Reporting. The teacher should be a registered nurse with teaching and nursing experience. Complete instructions concerning use of text, bibliography, films and other visual aids, and materials for duplication and handout are given in a separate manual of teaching aids (VT 000 132). (PS)

VT 000 132

Practical Nursing I, Teaching Aids.

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Jun64

DOCUMENT NOT AVAILABLE FROM EDRS 239p.

*INSTRUCTIONAL AIDS, *HEALTH OCCUPATIONS EDUCATION, REFERENCE MATERIALS, *PRACTICAL NURSES, *NURSING, POSTSECONDARY EDUCATION, BIBLIOGRAPHIES, ASSIGNMENTS,

This manual contains the supplementary materials and teaching aids required for effective use of the Practical Nursing I course outline (VT 000 131). It was developed by a curriculum consultant and individual teachers at the local level, trial tested, and revised. Included are (1) an analysis of instructional hours which indicates time allotment for subject topics and laboratory and clinical practice, (2) a list of suggested films for each unit, (3) a list of pamphlets and folders that may be ordered for handout to students, (4) samples of handout materials, and (5) materials which can be used with an opaque projector or can be used to prepare negatives or positives for the overhead projector. Materials for duplication include assignment sheets, information sheets, hypothetical patient situations, laboratory procedure and reports, clinical practice reports, and performance criteria. (PS)

VT 000 235

Supervised Study Guide in X-Ray Technology.

Lovelace, Bill

Texas Univ., Austin. Dept. of Industrial Education

Jan66

DOCUMENT NOT AVAILABLE FROM EDRS 165p.

*STUDY GUIDES, *HEALTH OCCUPATIONS EDUCATION, *RADIOGRAPHERS, MORPHOLOGY (BIOLOGY), ROENTGENIZATION, GRADE 11, GRADE 12, *COOPERATIVE EDUCATION,

The related instruction material in this guide was developed for cooperative training programs in area vocational or technical high schools. It was organized by a coordinator and reviewing committee from an analysis of the occupational content and experiences in supervisory activities. The major areas of study are (1) General Office Procedures, (2) Operation of X-Ray Machines, (3) Darkroom Procedures, (4) Techniques, (5) Positioning and Making Radiographs, (6) The Lower Extremity, (7) The Trunk and Vertebrae, (8) The Skull, (9) Contrast Examinations, (10) Urinary Tract, and (11) Special Procedures. Assignment sheets giving the lesson subject, aim, introductory information, references, and questions guide individual study by grade 11 and grade 12 students enrolled in the 2-year program for X-ray technician assistants. Study is to be supervised by a related subjects teacher or teacher-coordinator. Information sheets contain materials which are not available or not suitably presented in the references. Line drawing illustrations are provided. A progress record for use by teacher and student is included. The bibliography contains required and supplementary reference books. The study guide and unit tests (VT 000 237) are available for $4.35 from Industrial Education Department, Division of Extension, University of Texas, Austin, Texas 78712. An answer book for written assignments and unit tests is available for $1.55. (HC)

VT 001 023

Dental Materials. (Course Outline).

Berry, Charlotte * and others

North Carolina State Board of Ed, Raleigh, Curriculum Lab.

Jan66

DOCUMENT NOT AVAILABLE FROM EDRS 12p.

*CURRICULUM GUIDES, *HEALTH OCCUPATIONS EDUCATION, *DENTAL ASSISTANTS, MANIPULATIVE MATERIALS, DENTISTRY, POSTSECONDARY EDUCATION,

Opportunities for the student to learn about dental materials and to develop beginning skills in manipulating them are provided in this outline for a 1-quarter (two class and nine laboratory hours per week) preemployment, post-high school course. The material was developed at the local and state levels by a committee of teachers and a curriculum specialist for health occupations. Topics include -- gypsum products, impression materials, dental waxes and organic base materials, restorative materials in operative dentistry, inlay investment and casting procedures. The teacher should be a certified dental assistant with work experience and aptitude for teaching. A suggested text and references are listed. (PS)

VT 001 100 ED

Guides for Developing Curricula for the Education of Practical Nurses. (Vocational Division Bulletin, no. 274, Trade and Industrial Education Series, no. 68, Practical Nurse Education Series, no. 2, U.S. Government Printing Office, Washington, D.C.).

Orem, Dorothea E.

Office of Education, Washington, D.C.
OE-85004

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DOCUMENT NOT AVAILABLE FROM EDRS 177p.

*PROGRAM DEVELOPMENT, *CURRICULUM DEVELOPMENT, *CURRICULUM PLANNING, *PRACTICAL NURSES, *HEALTH OCCUPATIONS EDUCATION, NURSING,

The relatively unchanging factors underlying nursing and its practice are presented and applied in the development of curriculums for the education of practical nurses. The guide for developing curriculums were prepared by a registered nurse in cooperation with several groups and many individuals, including two program specialists of the Practical Nurse Education Section of the U.S. Office of Education and the National Advisory Committee on Practical Nurse Education. Some of the topics are (1) The Art of Nursing, (2) The Roles of the Practical Nurse in Nursing Patients, (3) General Characteristics of Education for Nursing Practice, (4) Elements of Nursing that Condition Nursing Education, (5) Qualifications of Those Who Desire to Become Practical Nurses, (6) Guiding and Teaching Student Practical Nurses, (7) Nursing Situations, (8) Designing a Curriculum, (9) Curricula for the Education of Practical Nurses, and (10) Development of the Areas of Learning of the Curriculum. Selected readings and illustrations are included. This document is available as GPO Number FS 5.285--85004 for 60 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 002 036

Nursing Assistant, A Course of Study Designed for Cooperative Part-Time Students Employed in Nursing Occupations.

Karnes, James B., ed.

Missouri Univ., Columbia. Dept. of Industrial Education

Missouri State Dep of Educ, Jefferson City. Ind Educ Sect

Jan67

DOCUMENT NOT AVAILABLE FROM EDRS   112p.

*STUDY GUIDES, *HEALTH OCCUPATIONS EDUCATION, *NURSES AIDES, *NURSING, HOSPITALS, HIGH SCHOOLS, POSTSECONDARY EDUCATION, *COOPERATIVE EDUCATION, INDIVIDUAL INSTRUCTION,

Related occupational information is presented for individual student use in high school or post-secondary cooperative part-time programs. The material was developed by subject matter specialists and research assistants in consultation with a committee and revised after several years use. Job training activities and related information are correlated with 24 assignment sheets each of which gives information, references, and objective-type questions. Some assignment sheets are -- (1) Nursing as a Career, (2) Personality and Personal Hygiene, (3) Care of Hospital Equipment, (4) Care of Patient's Unit, (5) Admission and Discharge of Patients, (6) Daily Care and Personal Service, (7) Comfort and Rehabilitation, (8) Body Mechanics and Moving Patients, (9) Shampooing Hair, (10) Recreational Diversions for Patients, (11) Charts and Records, (12) Examination Procedures, (13) Administration of Medicines, (14) Dressings and Bandages, (15) Isolated Patient, and (16) Care of the Mother and Her Baby. Time allotment is 180 hours. The student should be a senior in high school and have prerequisite courses in basic health occupations. An instructor's answer key (VT 002 074), 50 cents each, and this study guide, $1.50 each, are available from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (PS)

VT 002 206

Introduction to Dental Assisting. (Course Outline).

Berry Charlotte * and others

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Jan66

DOCUMENT NOT AVAILABLE FROM EDRS 8p.

CURRICULUM GUIDES, *HEALTH OCCUPATIONS EDUCATION, *DENTAL ASSISTANTS, POSTSECONDARY EDUCATION,

A brief outline is presented for a 1-quarter, 2 hours per week, preemployment, post-high school course which provides opportunities for the student to learn about the dental health team, the role of the dental assistant, and the legal aspects of dental assisting. The material was developed by a committee of teachers and reviewed by a curriculum specialist for health occupations at the state level. The teacher of the course should be a certified dental assistant with work-experience and aptitude for teaching. A suggested text and references are listed. (PS)

VT 002 798

The Ambulance Attendant, Extension Course Outline.

Milliken, Mary Elizabeth

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Sep66

DOCUMENT NOT AVAILABLE FROM EDRS 56p.

*HEALTH OCCUPATIONS EDUCATION, *COURSE OUTLINES, EXTENSION EDUCATION, FIRST AID, POSTSECONDARY EDUCATION, *AMBULANCE ATTENDANTS,

The 22-hour course outline for basic training (upgrading) of employed ambulance personnel was designed for teacher use at the post high school level. The material was developed by a state educational consultant for health occupations, evaluated by an advisory committee, revised, and evaluated by teachers and students after use. Lessons are (1) Care of Patients With Respiratory Interference, (2) Care of Patients With Head and/or Back Injuries, (3) Fractures and Dislocations, (4) Management of Patients With Hemorrhage, Shock, and Common Types of Injuries, (5) Management of Patients With Common Medical Conditions, (6) Management of the Obstetrical Patient, (7) The Emotionally Disturbed Patient, and (8) The Ambulance Attendant as a Member of the Medical Team. Each lesson gives objectives, lesson time, outline of instruction, equipment list, suggested films, and topics for informational handouts. The teacher should have a medical or rescue squad background. References, equipment list, film list, and assignment sheets are given in the appendix. (PS)

VT 002 935 ED

Mother and Infant Care, Practical Nurse Training Program, Lesson Plans, Prepared by Practical Nursing Instructors During Conference, August 14-18, 1961, Held at The University Student Center, University of Tennessee, Knoxville.

Tennessee State Board for Vocational Educ., Nashville

Tennessee Univ., Knoxville. Dept. of Industrial Educ.

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EDRS Price MF-$0.27 HC-NOT AVAILABLE FROM EDRS 171p.

*PRACTICAL NURSES, *TEACHING GUIDES, MOTHERS, *PREGNANCY, CHILD CARE, ADULT VOCATIONAL EDUCATION, *NURSING, *HEALTH OCCUPATIONS EDUCATION,

Practical nurse instructors, in conference, compiled this individually planned and tested material to be used in practical nurse education. Thirty-two lesson plans on the subject of mother and infant care cover topics ranging from the reproductive system to complications involving the newborn. Each plan includes aim, references, materials, instructional aids, and evaluation suggestions. Because these plans are to serve only as guides for instructors in the preparation of daily plans, there is no specific time allotment for the course. The teacher should be a registered nurse who is certified to teach. The student should be a high school graduate or the equivalent. A talk, "Childbirth and Civilization," by Dr. Sam C. Cowan, Sr., Nashville obstetrician, is included. Ten or fewer copies are available for $3.00 each from Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130. (MS)

VT 002 997

Preclinical Sciences I, Course Outline.

Berry, Charlotte * and others

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Jan66

DOCUMENT NOT AVAILABLE FROM EDRS 16p.

*CURRICULUM GUIDES, *HEALTH OCCUPATIONS EDUCATION, DENTAL ASSISTANTS, DENTISTRY, POSTSECONDARY EDUCATION,

Basic information from bacteriology, anatomy and physiology, and oral and dental anatomy is presented for teacher use in developing lesson plans for post-high school training of dental assistants. The course outline was developed by a committee of teachers from locally developed course outlines and edited by a state curriculum consultant for health occupations. The objective of the course is to provide opportunities for the student to learn -- (1) principles of bacteriology in relation to oral hygiene, oral pathology, and dental practice, (2) the general structure and function of the human body and its major parts, (3) the structures of head and neck, development of the teeth, and the characteristics and structure of each tooth, and (4) methods of carving teeth as related to carving of inlays and crowns. The three instructional units are to be scheduled concurrently or sequentially during three class hours and three laboratory hours each week for one quarter. The teacher should be a certified dental assistant with work experience and an aptitude for teaching. This mimeographed document includes a bibliography of a suggested text and references. (HC)

VT 002 999

Dental Accounting. (Course Outline).

Anderson, Linwood

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Aug66

DOCUMENT NOT AVAILABLE FROM EDRS 9p.

*CURRICULUM GUIDES, *HEALTH OCCUPATIONS EDUCATION, *DENTAL ASSISTANTS, *BOOKKEEPING, POSTSECONDARY EDUCATION,

A 1-quarter (three class and two laboratory hours per week) preemployment, post-high school course is presented in outline form. It covers the fundamentals of accounting as applied to dental office procedures and includes -- (1) Basic Accounting Relationships, (2) Accounting Procedures, (3) Accounting for Cash, (4) Payrolls and Taxes, (5) Periodic Summary, and (6) Special Problems of the Dental Office. The material was developed at local and state levels by a committee of teachers and a curriculum specialist for health occupations. The teacher should be a certified dental assistant with work-experience and aptitude for teaching. Suggested texts and references are listed. (PS)

VT 003 000

Clinical Procedures I, (Course Outline).

Berry, Charlotte * and others

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Aug66

DOCUMENT NOT AVAILABLE FROM EDRS 14p.

*CURRICULUM GUIDES, *HEALTH OCCUPATIONS EDUCATION, *DENTAL ASSISTANTS, DENTISTRY, POSTSECONDARY EDUCATION,

The units -- (1) Roentgenology, (2) Dental Equipment, Instruments, and Sterilization Techniques, and (3) Chairside Procedures comprise the 1-quarter (five class and nine laboratory hours per week) preemployment, post-high school course outlined. The material was developed at local and state level by a committee of teachers and a curriculum specialist for health occupations. The teacher of the course should be a certified dental assistant with work experience and aptitude for teaching. A list of suggested texts and references is included. (PS)

VT 003 016

Clinical Procedures II, Course Outline.

Griffith, Patricia * Holmes, Bette

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Aug66

DOCUMENT NOT AVAILABLE FROM EDRS 9p.

*CURRICULUM GUIDES, *HEALTH OCCUPATIONS EDUCATION, *DENTAL ASSISTANTS, DENTISTRY, POSTSECONDARY EDUCATION,

One quarter (five class hours and six laboratory hours per week) is the time allotment for this preemployment, post-high school course for dental assistants. The material was developed by a committee of local teachers and reviewed by a curriculum specialist for health occupations. The course provides an overview of various dental specialties and includes management of children and pedodontic aspects of each specialty. Units outlined are (1) Advanced Oral Surgical Procedures, (2) Endodontia, (3) Periodontia, (4) Orthodontia, (5) Crown and Bridge Prosthodontia, and (6) Prosthodontia. The teacher should be a certified dental assistant with work experience and aptitude for teaching. Suggested texts and references are listed. (PS)

VT 003 018

Dental Office Practice I, Course Outline.

Griffith, Patricia

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Aug66

DOCUMENT NOT AVAILABLE FROM EDRS 9p.

*CURRICULUM GUIDES, *HEALTH OCCUPATIONS EDUCATION, *DENTAL ASSISTANTS, OFFICE PRACTICE, POSTSECONDARY EDUCATION,

The role of the dental assistant in the dental office or clinic is emphasized in this outline for a 1-quarter (12 laboratory hours per week) preemployment, post-high school introductory course. Opportunities for the student to apply classroom theory are provided. The materials were developed by a committee of local teachers and reviewed by a curriculum specialist for health occupations. The units outlined are (1) Business Office, (2) Chairside Procedures, (3) Radiology, (4) Laboratory, and (5) Evaluation of Student Performance. The teacher should be a certified dental assistant with work experience and aptitude for teaching. Suggested texts and references are listed. (PS)

VT 003 019

Dental Office Practice II, Course Outline.

Griffith, Patricia

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Aug66

DOCUMENT NOT AVAILABLE FROM EDRS 10p.

*CURRICULUM GUIDES, *HEALTH OCCUPATIONS EDUCATION, *DENTAL ASSISTANTS, OFFICE PRACTICE, POSTSECONDARY EDUCATION,

A one-quarter (21 laboratory hours per week) preemployment, post-high school course for dental assistants is outlined. Practice is provided for experience in office management, the dental laboratory, and the operatory, with major emphasis on chairside assisting. The materials were developed by a committee of local teachers and reviewed by a curriculum specialist for health occupations. Units are -- (1) Office Management, (2) Chairside Assistance, (3) Laboratory Procedures, and (4) Evaluation of Student Performance. The teacher of the course should be a certified dental assistant with work experience and aptitude for teaching. Suggested texts and references are listed. (PS)

HOME ECONOMICS
EDUCATION
SECTION

VT 000 359 ED

The Care of Infants and Young Children, A Program to Prepare Personnel for Group Care of Young Children.

Milliken, Mary Elizabeth, ed.

North Carolina State Board of Ed, Raleigh. Vocat Tech Div

May67

EDRS Price MF-$0.09 HC-$2.12 53p.

*CURRICULUM GUIDES, *OCCUPATIONAL HOME ECONOMICS, *CHILD CARE WORKERS, *CHILD CARE, HIGH SCHOOLS, ADULT VOCATIONAL EDUCATION, PROGRAM DEVELOPMENT, *COOPERATIVE EDUCATION,

Content is outlined for post-secondary, preemployment or upgrading courses to prepare child care workers to work in day care or child development centers, nursery schools, kindergartens, camps, etc. The development group consisted of a committee and subject matter specialists at the state level. Courses are The Nature and Scope of Day Care for Young Children, Health and Safety of Young Children, Creative Activities for Young Children, and Field Experience in Child Care Facilities. Suggested time allotment at the preemployment level is 330 hours. The teacher should be a specialist in child development with a background in home economics, psychology, pediatric nursing, or preschool education. The student should possess the basic skills needed to profit from the instruction and have an interest and personal qualities necessary for working with young children. The cooperating employer in the child care centers should be involved in the evaluation of all students. The appendix includes a listing of books, pamphlets, periodicals, and films. (MS)

VT 001 834 ED

Supervised Food Service Workers, A Suggested Training Program. (Manpower Development and Training Program, U.S. Government Printing Office, Washington, D.C.).

Office of Education, Washington, D.C.
OE-87004

66

DOCUMENT NOT AVAILABLE FROM EDRS 21p.

*TEACHING GUIDES, *OCCUPATIONAL HOME ECONOMICS, ADULT VOCATIONAL EDUCATION, *FOODS INSTRUCTION, *MDTA PROGRAMS, PROGRAM DEVELOPMENT, *FOOD SERVICE OCCUPATIONS,

Resource material for the development of training programs for supervised food service workers will need to be adapted to the needs of the students and the community. The supervised food service worker prepares and serves food, under the direction of the food service supervisor, in institutions such as hospitals, nursing homes, homes for the aged, and child care centers. Some purposes of the program are to prepare the trainee to (1) assist the head cook in institutions, (2) learn to prepare correctly all types of food for institutions, (3) follow good management practices in all phases of food work, (4) learn specific institutional food skills in preparation and serving to clients, and (5) learn sanitary practices in cleaning up after food preparation. The trainee should be able to read, write, and follow directions and be in good physical and mental health. The teacher should be a college graduate in Institutional Management, with successful experience both in teaching adults and in institutional food service. The course is suggested for 240 hours with five basic units. References and suggestions for planning and evaluating the experiences are included. Criteria are given for judging trainee readiness for employment. This document is available as GPO Number FS 5.287--87004 for 20 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (MS)

VT 002 269   ED

Companion to an Elderly Person, A Suggested Training Program.
(Manpower Development and Training Program, U.S. Government
Printing Office, Washington, D.C.).

Office of Educ, Washington, D.C. Div of Vocat and Tech Ed
OE-87006

64

DOCUMENT NOT AVAILABLE FROM EDRS   19p.

*TEACHING GUIDES, PROGRAM DEVELOPMENT, POSTSECONDARY EDUCATION,
*OCCUPATIONAL HOME ECONOMICS, *AGED, *COMPANIONS (OCCUPATION),
*MDTA PROGRAMS,

Although resource material for the development of a program for training companions to elderly persons is provided in this teaching guide, it will need to be adapted to the needs of the trainees and the community. The Companion to an Elderly Person relieves family members or others responsible for the well-being of the elderly person. The program objectives include development of an understanding of common characteristics of older persons, increased competencies in caring for an elderly person, and qualities for successful employment. The course consists of four units to be presented in 150 hours. A trainee should be a high school graduate, healthy, mentally alert, with good sight, hearing, and ability to read and speak effectively. The teacher should be trained in home economics or social work and have an understanding of the needs of the elderly. References are listed with each unit, and suggestions are given for planning the lessons and learning experiences, evaluating achievement, and planning facilities. Criteria are included for judging trainee readiness for employment. This document is available as GPO Number FS 5.287--87006 for 20 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (MS)

VT 002 273 ED

Family Dinner Service Specialist, A Suggested Training Program. (Manpower Development and Training Program, U.S. Government Printing Office, Washington, D.C.).

Office of Education, Washington, D.C.
OE-87007

64

DOCUMENT NOT AVAILABLE FROM EDRS 21p.

*OCCUPATIONAL HOME ECONOMICS, *TEACHING GUIDES, FOOD SERVICE, *MDTA PROGRAMS, ADULT VOCATIONAL EDUCATION, *FOODS INSTRUCTION, PROGRAM DEVELOPMENT, *COOKS,

The purpose of this guide is to provide resource material to develop a local 240-hour program for training a family dinner service specialist to prepare and serve dinners for employed people, retired persons, or families desiring such service. Program objectives include preparing trainees to plan menus and do family shopping for dinners, to plan and carry out work schedules, to prepare food using basic skills necessary for a variety of commonly cooked foods, to set tables and serve food correctly, to follow hygienic practices with food, and to use sanitary methods in taking care of dishes and the kitchen after a meal. Included are five subject matter units, with additional suggestions for planning the lessons and learning experiences and evaluating achievement. The teacher should be a home economics graduate who has had teaching experience, preferably with adults. The trainee should have had practical experience in home food preparation and be a high school graduate or equivalent. Criteria are listed for judging trainee readiness for employment, and references are included with each unit. Facilities must be well-equipped foods laboratories to provide practical experiences. This document is available as GPO Number FS 5.287--87007 for 20 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (MS)

VT 002 415 ED

Hotel and Motel Housekeeping Aide, A Suggested Training Program. (Manpower Development and Training Program, U.S. Government Printing Office, Washington, D.C.).

Office of Educ, Washington, D.C. Div of Vocat and Tech Ed
OE-87003

64

DOCUMENT NOT AVAILABLE FROM EDRS 19p.

ADULT VOCATIONAL EDUCATION, *OCCUPATIONAL HOME ECONOMICS, *TEACHING GUIDES, PROGRAM DEVELOPMENT, *MDTA PROGRAMS, HOTELS, *MAIDS,

A local training program to prepare hotel and motel housekeeping aides can be developed from resource material in this guide. Program objectives are to prepare trainees to perform the jobs involved in keeping hotel or motel rooms clean, to follow correct procedures in using equipment and supplies required in caring for bedrooms and bathrooms, and to use other skills needed in checking rooms for customer readiness. The course is suggested for 60 hours with units planned to meet the program objectives. Suggestions are included for planning experiences, evaluating achievement, and acquiring facilities. The teacher should have a high school education or more and have some ability to teach. The trainee should be functionally literate, in good health, and able to work under supervision. Criteria for judging trainee readiness for employment are listed. This document is available as GPO Number FS 5.287--87003 for 20 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (MS)

VT 003 162 ED

Guide for Course of Study for Waiter, Waitress, Informal, Waiter, Waitress, Counter Attendant, Food Service Worker.

McDonough, Frances S.

Tennessee State Dept. of Education, Nashville

67

EDRS PRICE MF-$0.18 HC-NOT AVAILABLE FROM EDRS 65p.

*CURRICULUM GUIDES, *HOME ECONOMICS EDUCATION, *FOOD SERVICE WORKERS, FOOD SERVICE, ADULT VOCATIONAL EDUCATION, MDTA PROGRAMS,

Material in this guide is for teacher use in training programs for food service workers. It was organized and written by a curriculum development specialist for Manpower Development Training (MDT) assisted by instructors in the field. The general objective is to develop abilities, understandings, attitudes, and interests needed for entry level employment and advancement. Major content areas are -- (1) Orientation and Safety, (2) Sanitation, Health, and Hygiene, (3) Types of Food Service, (4) Foods and Nutrition, and (5) Related Instruction. Units in each area are keyed to lecture, discussion, demonstration, practical application, and test methods of instruction. The guide is primarily for use in the MDT classes and students should meet MDT regulations. Of the 560 hours suggested for the course, 140 hours are devoted to basic and/or remedial education. The teacher should have occupational competency with teacher training. Suggested references including books, periodicals, agencies, filmstrips, pamphlets, and a glossary are included. This document is available for $1.50 from Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130. (MS)

INDUSTRIAL ARTS
EDUCATION
SECTION

VT 000 508

Industrial Arts Programing for the High School. (Bulletin, no. 2148).

Clack, Edward * and others

Michigan State Dept of Public Instruction, Lansing.

65

DOCUMENT NOT AVAILABLE FROM EDRS 18p.

*INDUSTRIAL ARTS, *CURRICULUM PLANNING, LEARNING LABORATORIES, *SENIOR HIGH SCHOOLS,

Objectives for senior high school classes in industrial arts relate to citizenship, craftsmanship, cultural appreciation, consumer knowledge, worthy home membership, guidance and exploration, occupational knowledge, and avocational experiences are discussed. Broad areas and activities are (1) woodworking and laminates, electricity, metal forming, metal-working, drafting, graphic arts, and power mechanics for grade 10, (2) woodworking, electricity, metalworking, drafting, welding, power mechanics, auto mechanics, foundry, and graphic arts for grade 11, and (3) woodworking, electricity, electronics, metalworking, drafting, welding, auto mechanics, and new materials and processes for grade 12. Guidelines for shop planning and shop organization are included along with a bibliography. (EM)

TRADE AND INDUSTRIAL EDUCATION SECTION

VT 000 226

Supervised Study Guide, Small Gasoline Engine Repair.

Dalrymple, L. T. * and others

Texas Univ., Austin. Dept. of Industrial Education

Texas State Dept. of Educ., Austin. Industrial Educ. Div.

Jul65

DOCUMENT NOT AVAILABLE FROM EDRS 117p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SMALL ENGINE MECHANICS, *ENGINES, HIGH SCHOOLS, STUDENT RECORDS, *COOPERATIVE EDUCATION, INDIVIDUAL INSTRUCTION,

Information and assignment sheets are used in this guide to direct individual student study in cooperative education programs. The guide was developed by three coordinators and an advisory committee. The units of instruction are titled -- (1) Internal Combustion Reciprocating Engines, (2) Shop Safety and Precautions, (3) Hand Tools, (4) Types of Engines, (5) Basic Engine Parts, (6) Lubrication, (7) Cooling, (8) Ignition, (9) Fuel Systems, (10) Engine Accessories, (11) Servicing, (12) Trouble Shooting, (13) Routine Care, Maintenance, Storage, (14) Engines in Use, (15) Outboard Motor Fundamentals, (16) Drive-Unit Fundamentals, (17) General Maintenance, and (18) Service Fundamentals. Assignment sheets in each unit provide lesson subject, aim, introductory information, references, and study questions. Information sheets are used for material which is not available or which is not suitably presented in the references. Study of this material by area vocational or technical high school students is to be supervised by a related subjects teacher or teacher-coordinator. A progress record is provided for checking the student's progress through a series of planned work experiences and related technical study over a 2-year period. Required and supplementary references are listed in the bibliography. Unit tests (VT 000 228) are available. An answer book (VT 000 227) contains answers to the study guide questions and the unit tests. This document, with unit tests, is available for $3.15 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (HC)

VT 000 229

Supervised Study Guide in Refrigeration and Air Conditioning.

Texas Univ., Austin. Dept. of Industrial Education

Texas State Dept. of Educ., Austin. Industrial Educ. Div.

Dec64

DOCUMENT NOT AVAILABLE FROM EDRS 124p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *REFRIGERATION, *REFRIGERATION MECHANICS, *AIR CONDITIONING, GRADE 11, GRADE 12, COOPERATIVE EDUCATION,

The related technical information in this guide is for use by junior and senior students in 2-year cooperative training programs in area vocational or technical high schools. It was developed by an instructional materials specialist and a committee at the state level. Assignment sheets cover (1) Principles of Refrigeration, (2) Fundamental Service Operations, (3) Temperature Controls, (4) Refrigerator Cabinets, (5) Conventional Systems, (6) Refrigerant Controls, (7) Hermetic Units, (8) Charging Refrigeration Units, (9) Major Repairs, (10) Automatic Defrosting Systems, (11) Commercial Refrigeration Service, (12) Commercial Refrigeration Installation, (13) Multiple Installations, (14) Air Conditioning, (15) Absorption Systems, and (16) The Service Shop. Each sheet gives subject, aim, introductory information, reference, and questions or problems. Information sheets contain material not available or not suitably presented in references. A bibliography lists required and supplementary references and films. Tests are available in VT 000 230 with test answers in VT 000 231. Both, with the guide, are available for $5.90 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 232

Supervised Study Guide, Auto Partsman.

Texas Univ., Austin. Dept. of Industrial Education

Texas Education Agency, Austin. Industrial Educ. Div.

Apr64

DOCUMENT NOT AVAILABLE FROM EDRS 130p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTOMOTIVE PARTS MEN, MOTOR VEHICLES, *COOPERATIVE EDUCATION, HIGH SCHOOLS,

The related technical information in this study guide is for use by students in cooperative training programs in area vocational or technical high schools. It was written by a training specialist and reviewed by a committee of teachers. Assignment sheets cover -- (1) Stockroom Organization, (2) Receiving, (3) Shipping, (4) Discounts, (5) Inventory Control, (6) Shipping Regulations, (7) Routine Counter Service, (8) Catalogs and Pricing, (9) Salesmanship, and (10) Effective Display. Each sheet presents subject, aim, introductory information, reference, and questions. Information sheets cover topics not given in references. A progress record form coordinates job and class experiences. The guide is intended to cover 360 directed-study hours or two years for a part-time secondary or adult student. A bibliography of texts and other references is included. Unit tests are available in VT 000 234 and text and assignment answers in VT 000 233. Both, with the guide, are available for $3.75 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 247

Supervised Study Guide, Appliance Servicing.

Self, Oscar A.

Texas Univ., Austin. Dept. of Industrial Education

Texas State Dept. of Educ., Austin. Industrial Educ. Div.

Nov65

DOCUMENT NOT AVAILABLE FROM EDRS 168p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *HOUSEHOLD APPLIANCE SERVICEMEN, *HOUSEHOLD APPLIANCES, ELECTRICITY, HIGH SCHOOLS, *COOPERATIVE EDUCATION,

The related technical material in this guide is for use, on a supervised study basis, by junior or senior students in a cooperative training program in an area vocational or technical high school. It was developed by an instructor in a special workshop under the direction of a specialist and an advisory committee. Information and assignment sheets cover -- (1) Basic Electricity, (2) Tools, Testing Instruments, and Shop Technique, (3) Elementary Troubleshooting, (4) Heater-Type Minor Appliances, (5) Fractional Horsepower Motors, (6) Motor-Operated Minor Appliances, (7) House Wiring, (8) Heater-Type Appliances, (9) Motor-Operated Major Appliances, (10) Gas-Fired Appliances, and (11) Air Conditioning and Refrigeration. Each assignment presents subject, aim, introductory information, references, and questions. A progress form coordinates job and class experiences. The content was designed for 360 hours of directed study or a 2-year part-time program. A bibliography includes required and supplemental references. Unit tests are available in VT 000 249, and assignment and test answers in VT 000 248. Both, with the guide, are available for $6.25 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 305

Handbook for Shop Teachers.

Bowler, Earl M.

Texas Univ., Austin. Industrial Education Dept.

Texas State Dep. of Educ, Austin. Industrial Educ. Div.

Oct65

DOCUMENT NOT AVAILABLE FROM EDRS 125p.

*TEACHING GUIDES, *SHOP MANAGEMENT, *TRADE AND INDUSTRIAL EDUCATION, *TEACHING METHODS, *TEACHING TECHNIQUES,

Much scattered information has been brought together in this handbook. Topics covered are -- (1) the place of the instructor in the organization, (2) objectives of day-trade classes, (3) advisory committees, (4) analyzing jobs into "Do" and "Know" elements, (5) care and maintenance of machines, tools, and equipment, (6) shop class organization, (7) shop rules and regulations, (8) accident prevention and reporting, (9) getting ready to teach, (10) determining training objectives, (11) the course of study, (12) lesson plans, (13) shop management, (14) teaching plans and devices, (15) techniques, (16) class routine, (17) teaching activity, and (18) records and reports. The appendix includes report forms, safety legislation, suggested readings, authorized text books, sample job sheets and illustrations of tool storage ideas. This document is available for $2.50 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 514

Occupational Work Experience Program.

Reese, Robert M.

Ohio State Dept. of Educ., Columbus. Div. of Vocat. Educ.

Oct64

DOCUMENT NOT AVAILABLE FROM EDRS 20p.

*TRADE AND INDUSTRIAL EDUCATION, *COOPERATIVE EDUCATION, HIGH SCHOOLS, *EDUCABLE MENTALLY HANDICAPPED, *ADMINISTRATOR GUIDES, PROGRAM DEVELOPMENT,

Objectives and operating procedures are described for a 1- or 2-year occupational work experience program to assist the limited-ability student (I.Q. 75-80) to find a place in employment at the unskilled or operator level. This program is available to schools which already operate at least one approved standard vocational unit at the skilled or technical occupational level for each 300 students in grades 10-12 and which recognize the need to serve the less able student. Schools considering this program must have guidance and testing services from grades 7 through 12 so that they may be able to identify and refer students. Examples of approved occupations are listed. Details of organizing a program cover such items as (1) acquainting the school faculty with the program, (2) advantages to students, school, and employers, (3) school-employer relations, (4) selection and qualifications of teachers, (5) student placement, (6) facilities, and (7) program standards. This document is available for $1.00 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (PA)

VT 001 250

Commercial Cooking, A Study Guide and Progression Record for Commercial Cooking Students in a Cooperative Training Program. (File, no. 1425).

Alabama Univ., University. Dept. of Trade and Ind. Educ.

Jul66

DOCUMENT NOT AVAILABLE FROM EDRS 138p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *COOKS, *FOOD SERVICE, HIGH SCHOOLS, *COOPERATIVE EDUCATION,

Related instructional material and a progress record form are provided for use by students in grades 10, 11, and 12 in a cooperative program in area vocational or comprehensive high schools. The guide was developed at the state level by a committee of Trade and Industrial Education Coordinators who were subject matter specialists and teacher educators. It was tested in high schools for 30 years and is now being used in all states. Assignment sheets, information sheets, and references are coordinated with the 56 jobs which are listed on the progress record and include -- (1) prevention of food-borne diseases, (2) maintenance of physical fitness and cleanliness, (3) use and care of kitchen equipment, (4) meat cookery, (5) pastry cookery, and (6) fruit and vegetable cookery. One period per day for 2 years, or 360 hours, is the required instructional time. This document is available for $2.25 from Trade and Industrial Education, Box 2847, University, Alabama 35486. The answer booklet, VT 000 852, is available for $1.00 from the same source. (MS)

VT 001 278 ED

A Guide for Use in Developing Training Programs in Drafting and Design Technology.

Mississippi State Univ, State College. Curriculum Lab.

May65

EDRS Price MF-$0.27 HC-NOT AVAILABLE FROM EDRS 158p.

*TRADE AND INDUSTRIAL EDUCATION, *TECHNICAL EDUCATION, *CURRICULUM GUIDES, CURRICULUM, *DRAFTING, *DESIGN, PROGRAM DEVELOPMENT,

Initial course outlines were prepared by instructors. Individual courses were then expanded and coordinated with other courses. The curriculum laboratory staff reorganized and edited the material. A committee of industrial representatives reviewed and personally endorsed it as being appropriate and adequate for training drafting and design technicians. The curriculum guide covering 72 semester hours is arranged as course outlines which include content topics, class and laboratory hours, and student activities. Listed are 95 suggested texts, dated from 1943 to 1964. Students should be high school graduates in the upper one-third of their class with technical aptitudes and a math and science background. Instructors should be no less than technical school graduates with occupational experience. Courses include (1) Fundamentals of Drafting, (2) Descriptive Geometry, (3) Machine Drafting, (4) Electrical, Piping, and Sheet Metal Drafting, (5) Architectural Drafting, (6) Structural Drafting, (7) Map and Topographic Drawing, (8) Algebra, (9) Trigonometry, (10) Statics and Strength of Materials, (11) Properties of Matter and Mechanics, (12) Analytical Geometry and Calculus, (13) Surveying, (14) Electricity and Magnetism, and (15) Heat, Light, and Sound. This document is available for $4.00 from Curriculum Laboratory, Box NU, State College, Mississippi 39762. (EM)

VT 001 279

A Guide for Use in Developing Training Programs in Electronics Technology.

Mississippi State Univ., State College. Curriculum Lab.

Mississippi State Dept. of Vocat. Educ., Jackson

64

DOCUMENT NOT AVAILABLE FROM EDRS 177p.

CURRICULUM, *TEACHING GUIDES, *CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRONIC TECHNICIANS, ELECTRONICS, TECHNICAL EDUCATION, JUNIOR COLLEGES, BIBLIOGRAPHIES, PROGRAM PLANNING,

The purpose of this curriculum guide is to provide a curriculum, course outlines, laboratory activities, and textbook bibliographies useful in developing technician training programs in electronics at the post-secondary level. It was developed by a committee of electronics teachers from junior colleges in Mississippi and was endorsed by an industrial committee. Course outlines are given for (1) Basic Electricity - Direct Current, (2) Alternating Current Fundamentals, (3) Vacuum Tubes, (4) Transistors, (5) Basic Electronic Circuits, (6) Advanced Electronic Circuit Analysis, (7) Industrial Electronics, (8) Computers, (9) Drafting for Electronics, (10) Graphics, (11) Technical Math - Algebra, (12) Shop Processes - Electronics, (13) Technical Math - Trigonometry, (14) Technical Math - Analytical Geometry and Calculus, (15) Physics - Property of Matter and Mechanics, and (16) Physics - Heat, Light, and Sound. Each outline correlates instruction and laboratory activities in two columns and lists suggested texts and references. Two sample experiments are included. This document is available for $4.25 from Curriculum Laboratory, Box NU, State College, Mississippi 39762. Orders larger than 10 copies are printed only by special request. (EM)

VT 001 337 ED

Peacetime Radiation Hazards in the Fire Service, Basic Course, Resource Manual. (Circular, no. 657, U.S. Government Printing Office, Washington, D.C.).

Berndt, William

Office of Education, Washington, D.C.
OE-84019

Atomic Energy Commission, Washington, D.C.

63

DOCUMENT NOT AVAILABLE FROM EDRS 132p.

*TEXTBOOKS, *FIRE FIGHTERS, *RADIATION, *TRADE AND INDUSTRIAL EDUCATION,

For use by firemen and other emergency personnel who may have to deal with fires or similar emergencies involving radiation hazards, this manual is correlated with the following instructional materials for the 15-hour course -- (1) An Instructor's Guide (VT 002 117), (2) A Student Study Guide (VT 001 878), and (3) A set of twenty-two 20- by 28-inch charts (OE 84002). Content includes -- (1) Beneficial Uses of Nuclear Energy, (2) Locating Nuclear Energy Hazards, (3) Basic Principles of Atomic Structure and Radiation, (4) Problems of Radiation, (5) External Radiation, (6) Protection From External Radiation, (7) Principles of Radiation Measurement, (8) Internal Radiation and Protection, (9) Contamination, (10) Fission Process and Nuclear Reactor Principles, (11) Fire Service Problems, and (12) Fire Department Responsibilities in the Nuclear Age. A bibliography and a glossary are included. This document is available as GPO Number FS 5.284--84019 for $1.00 from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 001 534 ED

Physics and Chemistry for the Automotive Trades.

Worthing, Robert

New Jersey State Dept. of Educ., Trenton. Vocat. Div.

Rutgers State Univ., New Brunswick, N. J.

Jan67

EDRS Price MF-$0.36 HC-NOT AVAILABLE FROM EDRS 253p.

*STUDY GUIDES, TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, *AUTOMOBILE MECHANICS (OCCUPATION), *PHYSICS, *CHEMISTRY, TECHNICAL EDUCATION, HIGH SCHOOLS, MOTOR VEHICLES, LABORATORY EXPERIMENTS,

Designed for student use, this manual presents related information and laboratory experiments for a 1-year course in applied physics and chemistry. It was developed by Essex County automotive teachers. Content headings are -- (1) Matter and Its Properties (15 experiments), (2) Mechanics (4 experiments), (3) Heat (3 experiments), (4) Electricity (8 experiments), (5) Sound, and (6) Light. Each experiment lists the necessary materials, procedures, and conclusions. Numerous illustrations are provided, most of which are photographs or line drawings. Students may be either high school or post-secondary level. The teacher should be certified and have a science-automotive background. This document is available for $2.00 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (EM)

VT 001 671

Welding, A Study Guide and Progression Record for Welding Students in a Cooperative Training Program. (File, no. 467-R).

Alabama Univ., University. Dept. of Trade and Ind. Educ.

Sep66

DOCUMENT NOT AVAILABLE FROM EDRS 98p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *WELDERS, *WELDING, HIGH SCHOOLS, *COOPERATIVE EDUCATION, STUDENT RECORDS,

The purpose of this guide is to provide direction for related study and a means for checking class and on-the-job progress of high school students in cooperative training programs. It was developed at the state level by a committee of trade and industrial coordinators. The contents include a 72-item trade analysis, safety regulations, a daily progress record, and study questions for each analysis item. The essay-type questions are keyed to five references. Units are General Information, Oxy-Acetylene Welding and Cutting, Arc Welding, and Tungsten Inert Gas Welding. The time required is 1 period per day for 2 years. The bibliography cites two supplementary references and two films. Answers (VT 001 652) are available for $1.50. Both this guide and the answer key are available for $3.25 from Trade and Industrial Education, Box 2847, University, Alabama 35486. (EM)

VT 001 736 ED

Electronic Technology, A Suggested 2-Year Post High School Curriculum. (Technical Education Program Series, no. 2A, U.S. Government Printing Office, Washington, D.C.).

Brooking, Walter J.

Office of Education, Washington, D.C.
OE-80009A

Apr66

DOCUMENT NOT AVAILABLE FROM EDRS 112p.

*TRADE AND INDUSTRIAL EDUCATION, *CURRICULUM GUIDES, *TECHNICAL EDUCATION, ELECTRONICS, CURRICULUM, *PROGRAM DEVELOPMENT, *ELECTRONIC TECHNICIANS, EDUCATIONAL FACILITIES, ORGANIZATIONS (GROUPS),

The purpose of this revised curriculum guide is to aid administrators, supervisors, and teachers to plan, develop, and evaluate programs. The basic materials were prepared by the Technical Institute Division of the Oklahoma State University pursuant to a U.S. Office of Education (USOE) contract. The final draft was prepared by USOE personnel. Technical accuracy was checked by nine engineers, industrialists, and educators. The contents include suggested course outlines, sequence of technical education procedure, laboratory layouts, lists of laboratory equipment and costs, suggested texts and references, a discussion of library facilities, and a selected list of scientific and technical societies. The course outlines include hours required, course description, major divisions (outline), texts and references, and visual aids. The appendix also contains examples of instructional materials and report writing standards. Instructors should be technically proficient and have industrial experience. Students should have one year of high school algebra, geometry, and physics as a prerequisite. The 1960 edition of this document is "Electronic Technology, A Suggested 2-Year Post High School Curriculum" (VT 000 596). The 1966 edition is available as GPO Number FS 5.280--80009A for $1.00 from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (EM)

VT 001 837

Auto Body Repair, A Course of Study Designed for Cooperative Part-Time Students Employed in Auto Body and Repair Shops.

Karnes, James B., ed.

Missouri Univ., Columbia. Dept. of Industrial Education

Missouri State Dep of Educ, Jefferson City, Ind Educ Sect

Mar65

DOCUMENT NOT AVAILABLE FROM EDRS 170p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTOMOBILE BODY REPAIRMEN, MOTOR VEHICLES, HIGH SCHOOLS, *COOPERATIVE EDUCATION,

This analysis of job training and related information in this course is for use by secondary or post-secondary students in a cooperative or preparatory trade and industrial program. It was designed by graduate research assistants in cooperation with trade teachers and an advisory committee. Twenty-one assignment sheets cover 157 units and present introductory information, assignment, references, and objective type questions which are keyed to a reference. Job training and related information are coordinated for each assignment. Some assignment sheet subjects are Power Tools and Equipment, Body and Frame Construction, Door Repair, and Refinishing Procedures. Information sheets present additional material on The Auto Body Repair Business, Hazards, Body Repair Procedures, and Job Management and Pricing. The 180 hours of related instruction should be supervised by a qualified coordinator or trade teacher. Progress records for use by the student, employer, and instructor and a bibliography of six references are included. Answers to assignment questions are available in VT 002 033. Answers and this guide are available for $2.00 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (EM)

VT 001 872 ED

Pattern Making and Design.

Colicchio, Antoinette J.

Rutgers State Univ., New Brunswick, N. J.

New Jersey State Dep. of Educ., Trenton. Vocat. Div.

Jan67

EDRS Price MF-$0.45 HC-NOT AVAILABLE FROM EDRS 313p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *CLOTHING DESIGN, *PATTERNMAKING, HIGH SCHOOLS, NEEDLE TRADES,

Skills in patternmaking are important to all employed in the designing room in women's garment manufacture. The objective of this course of study is to acquaint the student with the tools and symbols of patternmaking and to help him master the basic fundamentals of pattern development. It follows the course of study approved by the Board of Education and was tested in various classrooms. Theory and principles are combined with practical and creative application in costume design. Units are -- (1) Introduction to Patternmaking and Design, (2) Slopers, (3) Waists, (4) Necklines, (5) Closings and Extensions, (6) Collars, (7) Sleeves, (8) Skirts, (9) Pockets, and (10) Belts. Each unit includes objectives, related information, assignments, and illustrations. The course requires three periods per week for 1½ years. Students should be of high school age with aptitudes and goals for the needle trades. The teacher should be a needle trades instructor. Included are objective and performance tests, illustrations, and a bibliography. This document is available for $2.00 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (MS)

VT 001 875 ED

Electrical Technology, A Suggested 2-Year Post High School Curriculum. (Area Vocational Education Program Series, no. 1, U.S. Government Printing Office, Washington, D.C.).

Arnold, Walter M.

Office of Education, Washington, D.C.
OE-80006

60

DOCUMENT NOT AVAILABLE FROM EDRS 128p.

ELECTRICITY, *TRADE AND INDUSTRIAL EDUCATION, *TECHNICAL EDUCATION, *CURRICULUM GUIDES, *CURRICULUM, *ELECTRONIC TECHNICIANS, EDUCATIONAL FACILITIES, INSTRUCTIONAL MATERIALS,

The purpose of this curriculum guide is to aid administrators, supervisors, and teachers plan, develop, and evaluate programs. Technical materials were prepared by the staff of the Technical Institute Division of the Oklahoma State University pursuant to a U.S. Office of Education (USOE) contract. Other portions were prepared by the staff of the Area Vocational Education Branch, USOE. Technical accuracy was checked by five electrical engineers. The curriculum is presented and discussed, and course outlines give -- (1) Hours Required, (2) Descriptions (course), (3) Major Divisions (outline), and (4) Texts and References. The appendix includes -- (1) examples of instructional materials, units, laboratory experiments, report writing standards, and reports, (2) floorplans, and (3) lists of equipment and supplies with costs. Instructors must have technical competence, industrial experience, and professional acumen. Students should have a good general education background with one or two years of mathematics and science. This document is available as GPO Number FS 5.280--80006 for 75 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (EM)

VT 001 878 ED

Peacetime Radiation Hazards in the Fire Service, Basic Course, Study Guide. (Circular, no. 659, U.S. Government Printing Office, Washington, D.C.).

Office of Education, Washington, D.C.
OE-84021

Atomic Energy Commission, Washington, D.C.

61

DOCUMENT NOT AVAILABLE FROM EDRS 37p.

*STUDY GUIDES, *FIRE FIGHTERS, *RADIATION, *TRADE AND INDUSTRIAL EDUCATION,

The assignment sheets included are correlated with the Instructor's Guide (VT 002 117), the Resource Manual (VT 001 337), and a set of twenty-two 20- by 28-inch charts (OE 84002). The material is designed to be presented to firemen in a 15-hour course as a part of their basic fire training and is concerned with the hazards resulting from the presence of radioactive materials. Each of the 12 assignment sheets covers a chapter of the Resource Manual. Each gives objectives, reading assignment, and questions to be answered by the trainees. This document is available as GPO Number FS 5.284--84021 for 30 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 001 883

Direct Current Laboratory, Student Manual of Experiments.

Parker, Willis M.

North Carolina State Board of Ed, Raleigh. Curriculum Lab.

Jun65

DOCUMENT NOT AVAILABLE FROM EDRS 155p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICITY, *ELECTRONICS, TECHNICAL EDUCATION, LABORATORY EXPERIMENTS,

Designed for students in the electrical and electronic technology curriculum, the basic information and 20 laboratory experiments in this manual are for use in a preemployment type of program at post-high school level. The manual was prepared by teachers and a teacher educator on the basis of their classroom experience. Each experiment includes -- (1) Title, (2) Objectives, (3) Materials, (4) References, (5) Introduction, (6) Experimental Procedures, (7) Problems, and (8) Conclusions. Some experiments are -- (1) Splicing Conductor, (2) Parallel Direct Current Circuits, (3) Temperature Coefficients, (4) Internal Resistance of Power Supplies, (5) Meter Shunts and Multipliers, (6) Meter Loading, (7) Capacitors, and (8) R-C Time Constants. Criteria for evaluating laboratory performance and reports are listed. (EM)

VT 001 989   ED

Peacetime Radiation Hazards in the Fire Service, Orientation Unit, Instructor's Guide. (Circular, no. 641, U.S. Government Printing Office, Washington, D.C.).

Berndt, William * and others

Office of Education, Washington, D.C.
OE-84014

Atomic Energy Commission, Washington, D.C.

61

DOCUMENT NOT AVAILABLE FROM EDRS   53p.

*TEACHING GUIDES, *UNITS OF STUDY (SUBJECT FIELDS), *FIRE FIGHTERS, *RADIATION, *TRADE AND INDUSTRIAL EDUCATION, ORIENTATION MATERIALS,

Materials are provided for a 2-session unit to acquaint firemen with the problems of radiation hazards and to prepare them for more specialized training. The unit was developed jointly by the Trade and Industrial Education Branch of the U.S. Office of Education and the Office of Industrial Relations, U.S. Atomic Energy Commission. It includes location of nuclear energy hazards, problems of radiation, the fire department's responsibility, and special firefighting techniques. Each instructor should have had a prior course in instructor training, have received training in radiation hazards through the intensive short-term instructor course provided by the Atomic Energy Commission, and be an instructor in basic fire service training. A student manual, "Peacetime Radiation Hazards in the Fire Service -- Orientation Unit," (VT 002 067) and a set of 20 x 28 illustrations are available. A glossary of key terms and 29 illustrations are given. This document is available as GPO Number FS 5.284--84014 for 35 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 002 047

Electrical Appliance Servicing, Individual Study, A Course of Study Designed for Cooperative Part-Time Students Employed in Electrical Appliance Service Shops.

Karnes, James B., ed.

Missouri Univ., Columbia. Dept. of Industrial Education

Missouri State Dep of Educ, Jefferson City. Ind Educ Sect

Aug66

DOCUMENT NOT AVAILABLE FROM EDRS 165p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICAL APPLIANCE SERVICEMEN, *HOME APPLIANCES, ELECTRICITY, HIGH SCHOOLS, *COOPERATIVE EDUCATION,

The related instructional materials in this course of study are for use by secondary or post-secondary students in cooperative or in-service trade and industrial programs. The course of study was originally developed by a graduate student, field tested, and refined in cooperation with subject matter specialists and a consultant committee. The present revision, the fourth, was prepared by a research assistant. The major objectives deal with the mastery of skills, technical and related information, and personal-social traits which are essential to a successful worker. Each assignment sheet presents introductory paragraphs, assignments, references, and objective-type questions for one of the 21 subjects, some of which are Fundamental Principles of Electricity, Home Electrical Wiring, Electric Ironers, and Air Conditioner. Job units and related material are coordinated in 2-column form. The student should be at least a junior in high school with basic mechanical and electrical prerequisites. This guide serves as a basis for 180 hours of related instruction by a qualified coordinator or teacher of in-service programs. Progress report forms for the student, employer, and instructor are included. The answers to assignment questions are available in VT 002 048. An instructor's guide is available for 50 cents. Answers and this guide are available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (EM)

VT 002 049

Design Drafting, A Comprehensive Course of Study for Technical Drafting Programs.

Karnes, James B., ed.

Missouri Univ., Columbia. Dept. of Industrial Educ.
Pub-4

Missouri State Dept of Educ, Jefferson City. Vocat. Div.

67

DOCUMENT NOT AVAILABLE FROM EDRS 176p.

*CURRICULUM GUIDES, *TEACHING GUIDES, STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ENGINEERING DRAWING, DESIGN, TECHNICAL EDUCATION, GRADE 12, TESTS, BIBLIOGRAPHIES, INSTRUCTIONAL MATERIALS, ANSWER KEYS,

Drafting Technology, Design Technology,

The purpose of this tentative course of study is to serve as a guide for teacher development of a course or curriculum in technical education for grade 12 or post-secondary education. It was developed by research assistants with advisory committee consultation and had a 1-year field trial by selected teachers. The content objective is to prepare individuals to function in an employment situation. Major sections are -- (1) Prerequisite Technical Knowledge, (2) Textbooks and References, (3) Teaching Plan, which coordinates suggested activities, demonstrations, topics for class discussion, assignment, and instructional aids, (4) Assignment Sheets, (5) Organizing Testing and Evaluation Materials, (6) Instructional Aids for Drafting and Design Technology, (7) Catalogs, Pamphlets, Handbooks, and Engineering Data, (8) Films, (9) Materials and Supplies for Drafting and Design Technology, (10) Sources of Materials and Supplies, (11) Unit Examinations, and (12) Instructor's Guide. The course requires at least 360 hours of related instruction and laboratory practice. Students should have had basic drafting courses and the teacher should be competent in technical designing. Assignment sheets and unit tests can be duplicated. This document is available for $2.00 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (EM)

VT 002 067 ED

Peacetime Radiation Hazards in the Fire Service, Orientation Unit -- Student Manual. (Circular, no. 642, U.S. Government Printing Office, Washington, D.C.).

Office of Education, Washington, D.C.
OE-84015

Atomic Energy Commission, Washington, D.C.

61

DOCUMENT NOT AVAILABLE FROM EDRS 40p.

*STUDY GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *FIRE FIGHTERS, *RADIATION, *TRADE AND INDUSTRIAL EDUCATION, ORIENTATION MATERIALS,

Designed to be used by firemen trainees in a two-session, intensive orientation unit, this manual acquaints them with the problems of radiation hazards in general and prepares them for more specialized training. It presents 29 captioned illustrations which serve as a summary of the materials covered in the unit which was developed jointly by the Trade and Industrial Education Branch of the U.S. Office of Education and the Office of Industrial Relations, U.S. Atomic Energy Commission. An instructor's guide, "Peacetime Radiation Hazards in the Fire Service, Orientation Unit," (VT 001 989) and a set of 20- by 28-inch charts made up of 12 illustrations are available. A glossary of key terms is included. This document is available as GPO Number FS 5.284--84015 for 30 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 002 083 ED

General Mechanics, A Course of Study Designed for Cooperative Part-Time Students Employed in General Mechanics Shops.

Karnes, James B., ed.

Missouri Univ., Columbia. Dept. of Industrial Education

Missouri State Dep of Educ, Jefferson City

Aug63

EDRS Price MF-$0.18 HC-NOT AVAILABLE FROM EDRS 127p.

*STUDY GUIDES, *COURSE OUTLINES, *MECHANICS (PRACTICAL), HIGH SCHOOLS, POSTSECONDARY EDUCATION, *TRADE AND INDUSTRIAL EDUCATION,

The purpose of this combination course of study and study guide is to provide material for job skills and procedures, technical information, and personal development. Use in grade 11 or above is recommended for cooperative or preparatory courses. It was originally written by a research assistant, revised by a research assistant in a university setting, with advice from an advisory committee and specialists, after extensive use. Course content is presented as "What the Workers Should Be Able to Do" and "What the Worker Should Know." Covered are such areas as (1) Small Gas Engines, (2) Chain Saw Sharpening, (3) Outboard Motors, (4) Bicycles, and (5) Duplication of Keys. Assignment sheets, tests, and information sheets comprise the study guide. Progress records for the instructor and employer are provided. Related instruction requires 180 clock hours. A qualified coordinator or competent general mechanics instructor is necessary. The students should be at least high school juniors with mechanical aptitude. Listed are 11 references, 17 sources of materials, and two publishers. An answer book (VT 002 082) is available. Reproduction of this 8½ by 11 inch guide is by mimeograph. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (EM)

VT 002 099 ED

Chemical and Metallurgical Technologies, Suggested Techniques for Determining Courses of Study in Vocational Education Programs. (Circular, no. 682, U.S. Government Printing Office, Washington, D.C.).

Peterson, Clarence E.

Office of Education, Washington, D.C.
OE-80016, Misc-3570-4

62

DOCUMENT NOT AVAILABLE FROM EDRS 29p.

*CURRICULUM DEVELOPMENT, *JOB ANALYSIS, OCCUPATIONAL CLUSTERS, EDUCATIONAL NEEDS, CURRICULUM PLANNING, *OCCUPATIONAL INFORMATION, TECHNICAL EDUCATION, *CHEMICAL TECHNICIANS, *ENGINEERING TECHNICIANS, METALLURGY, CHEMISTRY,

The purpose of this publication is to help states organize and operate programs under Title VIII of the National Defense Education Act of 1958 for the training of chemical and metallurgical technicians. Suggested is a rationale for curriculum development which includes -- (1) identification of individual occupations, (2) analysis of job characteristics such as work performed, ability required, worker characteristics, tools, and materials, (3) clustering of occupations by common training requirements, and (4) construction of a curriculum based upon the requirements of the occupational cluster tempered by institutional considerations. Descriptions are given for 11 jobs in chemical and metallurgical technologies and include assistants, analysts, and technicians. A job factor comparison chart shows the chemical and metallurgical activities in each of the 11 occupations. A training requirements analysis form is included as a specimen of a method of determining curriculums for the two technologies. This document is available as GPO Number FS 5.280--80016 for 25 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (JM)

VT 002 117 ED

Peacetime Radiation Hazards in the Fire Service, Basic Course, Instructor's Guide. (Circular, no. 658, U.S. Government Printing Office, Washington, D.C.).

Office of Education, Washington, D.C.
OE-84020

Atomic Energy Commission, Washington, D.C.

61

DOCUMENT NOT AVAILABLE FROM EDRS 80p.

*TEACHING GUIDES, *FIRE FIGHTERS, *RADIATION, *TRADE AND INDUSTRIAL EDUCATION,

The 12 teaching guides included are correlated with the "Resource Manual" (VT 001 337), "Study Guide" (VT 001 878), and a set of twenty-two 20- by 28-inch charts (OE84022) designed to be presented to firemen in a 15-hour course as a part of their basic fire training. They are concerned with hazards resulting from the presence of radioactive materials. The instructional materials were developed jointly by the Division of Vocational Education of the U.S. Office of Education and the Office of Industrial Relations, U.S. Atomic Energy Commission. The instructor of this course should receive training in radiation hazards as it relates to firemen through the intensive short-term instructor course offered by the Office of Industrial Relations, Atomic Energy Commission. Each guide gives objectives, teaching aids, references, and the four step method of instruction -- (1) Introduction, (2) Presenting the Lesson (subject matter included), (3) Application (learner's work assignment sheets), and (4) Checking and Followup. Motion picture film titles and descriptions and answers to assignment sheet questions are included. This document is available as GPO Number FS 5.284--84020 for 35 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 002 376 ED

Automobile Body and Fender Repair and Refinishing, A Study Guide and Progression Record in Automobile Body and Fender Repair and Refinishing. (File, no. 316).

Alabama Univ., University. Dept. of Trade and Ind. Educ.

Feb66

EDRS PRICE MF-$0.18 HC-NOT AVAILABLE FROM EDRS 92p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTOMOBILE BODY REPAIRMEN, *MOTOR VEHICLES, GRADE 11, GRADE 12, STUDENT RECORDS, *COOPERATIVE EDUCATION,

Job sheets are used in this individual study guide to direct grade 11 and grade 12 students in cooperative education programs in area vocational or comprehensive high schools. The guide was developed by a state committee of trade and industrial coordinators, subject matter specialists, and teacher educators, and has been used in high school programs for 30 years. The job sheets contain the job title, related study references, questions, and a chart for recording completion of correlated laboratory performances and related references. Trade analysis and progress record forms for teacher and student use include a list of the job sheets and spaces for recording progress on the job and in related study. Also included is a student's daily record form. Time allotment is 1 hour per day for 2 years or 360 hours. A bibliography includes required texts and supplementary references. This document is available for $1.25 from Trade and Industrial Education, Box 2847, University, Alabama 35486. An answer book (VT 002 388) is available for $1.00. (HC)

VT 002 421   ED

Electrical and Electronic Technologies, Job Descriptions and Suggested Techniques for Determining Courses of Study in Vocational Education Programs. (U.S. Government Printing Office, Washington, D.C.).

Peterson, Clarence E.

Office of Education, Washington, D.C.
OE-80004, Misc-3570-2

66

DOCUMENT NOT AVAILABLE FROM EDRS   43p.

*JOB ANALYSIS, *CURRICULUM DEVELOPMENT, TECHNICAL EDUCATION, OCCUPATIONAL CLUSTERS, *OCCUPATIONAL INFORMATION, TRADE AND INDUSTRIAL EDUCATION, CURRICULUM PLANNING, ADULT VOCATIONAL EDUCATION, *ELECTRONIC TECHNICIANS, ELECTRONICS, ELECTRICITY, EDUCATIONAL NEEDS,

The purpose of this report is to help the States organize and operate programs under Title VIII of the National Defense Education Act, P.L. 85-864. The basic occupational information resulting from up-to-date job analysis studies is used to determine relationships between jobs and to identify the skills and abilities required for successful job performance in the electrical and electronic technician occupations. This information can be used to establish a well-balanced and integrated course of study to prepare students for a cluster of closely related jobs or for a specific occupation within the cluster. Topics included are -- (1) The Fields of Work, (2) Job Relationships, (3) Job Descriptions, (4) Training Requirements, and (5) Developing the Curriculum. A Training Requirements Analysis Form illustrates the method for recording knowledge and ability required for each occupation. A list of reference materials for determining job descriptions and job relationships is provided. This document is available as GPO Number FS 5.280--80004 for 30 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (HC)

VT 002 779 ED

Power Sewing.

Hillinger, Yvonne M.

New Jersey State Dept of Educ, Trenton. Vocational Div.

Rutgers State Univ., New Brunswick, N.J.

Oct67

EDRS Price MF-$0.45 HC-NOT AVAILABLE FROM EDRS 270p.

*TRADE AND INDUSTRIAL EDUCATION, *SEWING MACHINE OPERATORS, SPECIAL EDUCATION, *DEAF EDUCATION, *SEWING INSTRUCTION, *STUDY GUIDES,

Although the primary purpose of this study guide is to provide a text in power sewing for deaf pupils, it can also be used for students with reading or learning difficulties. Developed by an instructor with faculty help, the text follows a course of study approved by the Board of Education and has been tested in various classrooms. Units are -- (1) Let Us Learn About the Power Sewing Machine, (2) The Single-Needle Lockstitch Machine, (3) Primary Sewing Operations, (4) Single Needle Sewing Projects, (5) The Zig-Zag Machine, (6) The Two-Needle Lockstitch Machine, (7) Special Machines, and (8) Miscellaneous. The text is illustrated with cartoons and drawings, and the instructions and information are in simple language. Terms or new words are defined and written phonetically for ease in pronunciation. Most tests are of practical nature, asking the students to perform what they have learned. Safety is emphasized, and the development of basic skills is stressed for this course which is recommended for 10 - 15 periods per week for 1 year. The teacher should be certified in the needle trades. The students are selected from among those who are deaf or have reading or language difficulties. A power sewing shop would be required. This document is available for $2.00 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (MS)

VT 002 789 ED

A Handbook for Coordinators of Part-Time Cooperative Training Programs in Trade and Industrial Education.

Mississippi State Dep of Vocat Educ Curriculum Lab.

64

EDRS Price MF-$0.27 HC-NOT AVAILABLE FROM EDRS 191p.

*COORDINATORS, *TRADE AND INDUSTRIAL EDUCATION, HIGH SCHOOLS, *COOPERATIVE EDUCATION, *PROGRAM GUIDES, PROGRAM DEVELOPMENT, TEACHING TECHNIQUES, EVALUATION TECHNIQUES, RECORDS (FORMS), EMPLOYERS, STUDENT EVALUATION, STUDENT PLACEMENT,

As a source of technical information, this handbook is to be used by professionally educated local coordinators in the development and operation of programs in secondary schools. The original material was developed in 1948 by 25 coordinators. It was revised by trade and industrial education teacher trainers, coordinators, and state supervisory personnel in 1954 and 1958. Section one includes a summary of Mississippi State Plan, report forms, legal material, and other information necessary for the administration and operation of the programs. The areas of responsibilities and duties of the coordinator as they relate to the student, employer, school administrator, parents, and the community are discussed. Section two contains methods and techniques for conducting classes in directly and indirectly related subjects, for correlating class instruction with job experiences, and for evaluating the student and the program. Information on securing and using reference materials, supplies, and instructional aids, and suggestions for the selection and layout of the necessary physical facilities are given. The document is mimeographed. This document is available for $4.00 from Curriculum Laboratory, Box NU, State College, Mississippi 39762. (HC)

VT 002 819

Brickmasonry. (File, no. 590).

Caldwell, L. C.

Alabama Univ., University. Dept. of Trade and Ind. Educ.

Jun63

DOCUMENT NOT AVAILABLE FROM EDRS 95p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *BRICKLAYERS, HIGH SCHOOLS, STUDENT RECORDS, *COOPERATIVE EDUCATION,

The purposes of this guide are to direct the study and record the progress of students in cooperative high school classes. It was developed by a committee of Trade and Industrial Coordinators. The content includes -- (1) an 80-item brickmason trade analysis, (2) study questions and problems for each of the items, (3) reading assignments for seven references, and (4) forms for recording student progress. Most of the questions require essay answers. Suggested time allotment is one hour per day for two years. This document is available for $1.25 from Trade and Industrial Education, Box 2847, University, Alabama 35486. An answer key (VT 001 401) is also available for $1.25 (EM)

VT 002 988 ED

Auto Parts Man, Workbook.

California State Dep of Educ, Sacramento. Bur of Ind Educ.

67

EDRS PRICE MF-$0.27 HC-NOT AVAILABLE FROM EDRS 158p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTOMOTIVE PARTS MEN, *MARKETING, *MOTOR VEHICLES, POSTSECONDARY EDUCATION, APPRENTICESHIPS,

The information in this study guide was developed for use in the related technical classroom instruction phase of the auto parts man apprentice training program. The material was planned under the direction of the State Educational Advisory Committee for the Automotive Trade. The units are (1) Scope and Opportunity, (2) Areas of Responsibility, (3) Cataloging Systems, (4) Inventory and Control, (5) Counter Sales, and (6) Displays that Sell. Each unit contains study topics which have an introduction of background information with an outline of the major points in question form, a section of related information, a study guide of exercises to be completed, and a test for student self-evaluation. Photographic and line drawing illustrations are included in the related information. A record of topics completed may be kept in the study guide index. The study of this 144-hour course by indentured apprentices on a group or individual basis is to be directed by a qualified journeyman of the trade. A list of required instructional materials is provided. Testbooks and final examinations are available to the instructors. This document is available for $2.00 from Bureau of Industrial Education, California State Department of Education, 721 Capital Mall, Sacramento, California 95814. (HC)

VT 003 023 ED

Conference Leadership.

Louisiana Vocat. Curriculum Develop. and Research Center

67

EDRS Price MF-$0.27 HC-NOT AVAILABLE FROM EDRS 138p.

*LEADERS GUIDES, *TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, SUPERVISORS, *LEADERSHIP TRAINING, *CONFERENCES, ADULT VOCATIONAL EDUCATION,

This instructional material is for use by persons who conduct conference leader training programs. Specifically, its purpose is to train vocational trade and industrial education people to conduct training conferences for industry. It is intended for use in area vocational schools in the promotion and development of supervisory personnel department. The material was developed by a committee at the state level. The session titles are (1) The Conference, (2) The Conference Leader, (3) Preparing for a Conference, (4) Conducting a Conference, (5) The Conference Report, (6) Scope of Supervisory Personnel Development, and (7) The Forty-hour Workshop. Information is to be presented by lecture to groups of 12 to 15 people in 6 hours. Approximately 34 hours are to be used by students for conducting practice sessions. Each student is to compile handout material into a notebook for future use. Source of handout material is given. The teacher should be a trained conference leader, and students should be mature adults who are in or plan to be in supervisory positions. References and an extensive list of films are included. This document is available for $2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (MM)

VT 003 108

Meat Cutting, A Study Guide and Progression Record for Meat Cutting Students in a Cooperative Training Program. (File, no. 322).

Alabama Univ., University. Dept. of Trade and Ind. Educ.

Sep64

DOCUMENT NOT AVAILABLE FROM EDRS 90p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *MEAT CUTTERS, FOOD, MERCHANDISING, GRADE 11, GRADE 12, STUDENT RECORDS, *COOPERATIVE EDUCATION,

Question-type job sheets in this guide direct related study for students in 2-year cooperative training programs for meat cutting and merchandising. The guide was developed by trade and industrial coordinators, subject matter specialists, and teacher educators and was tested by use in high school programs. Instructional areas are -- (1) Cutting Pork, (2) Cutting Lamb and Mutton, (3) Cutting Beef, (4) Cutting Veal, (5) Smoked Meats, (6) Sausage, (7) Poultry, and (8) Merchandising. The job sheets are keyed to selected references and provide space for recording completed laboratory performance and related readings. Trade analysis progress record forms are provided for teacher and student use in recording job performance and reference readings. The material was developed for students in grades 10, 11, and 12 in area vocational or comprehensive high schools. This mimeographed document includes a bibliography of correlated references and supplementary bulletins. This document is available for $1.25 from Trade and Industrial Education, Box 2847, University, Alabama 35486. An answer book (VT 003 107) is available from the same source for 75 cents. (HC)

VT 003 109

Printing, A Study Guide and Progression Record for Printing Students in a Cooperative Training Program. (File, no. 376).

Alabama Univ., University. Dept of Trade and Ind. Educ.

Dec64

DOCUMENT NOT AVAILABLE FROM EDRS 135p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *PRINTERS, PRINTING, GRADE 11, GRADE 12, STUDENT RECORDS, *COOPERATIVE EDUCATION,

Question-type job sheets in this guide are for use in directing related study for students in a 2-year cooperative training program in printing. The material was developed by trade and industrial coordinators, subject matter specialists, and teacher educators and was tested by use in high school programs. Units are -- (1) Type, (2) Composition, (3) Commercial Composition, (4) English, (5) Linotype, (6) Press, and (7) Bookbinding. Job sheets are keyed to selected references and contain spaces for recording completed job experiences and related readings. A trade analysis progress record forms are provided for teacher and student use in recording composite job performance and reference readings. The material was developed for grade 10, 11, and 12 students in area vocational and comprehensive high schools. This mimeographed document includes a bibliography of correlated references. This document is available for $2.25 from Trade and Industrial Education, Box 2847, University, Alabama 35486. An answer book (VT 003 111) is available from the same source for $2.00. (HC)

VT 003 112

Auto Mechanics, A Study Guide and Progression Record in Auto Mechanics for Use in a Cooperative Training Program. (File, no. 275).

Alabama Univ., University. Dept. of Trade and Ind. Educ.

Aug65

DOCUMENT NOT AVAILABLE FROM EDRS 131p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTOMOBILE MECHANICS (OCCUPATION), AUTO MECHANICS, *MOTOR VEHICLES, HIGH SCHOOLS, STUDENT RECORDS, *COOPERATIVE EDUCATION,

Designed for use by high school students in a cooperative training program, this guide provides study questions and a form for recording progress through a 111-item auto mechanic trade analysis. It was developed by a committee of trade and industrial coordinators on the state level. Examples of analysis items are Engine Construction, Time the Engine, Repair a Radiator, Balance Wheels, and Check Primary Circuits. A job sheet for each item is keyed to selected references and contains spaces for recording completed job experiences and related readings. The time allotment is 1 hour per day for 2 years. The mimeographed document includes a bibliography of four texts and five references. This document is available for $4.25 from Trade and Industrial Education, Box 2847, University, Alabama 35486. Answers (VT 003 113) are available from the same source. (EM)

VT 003 114 ED

Barbering, A Study Guide and Progression Record for Barbering Students in a Cooperative Training Program. (File, no. 1338).

Alabama Univ., University. Dept. of Trade and Ind. Educ.

Nov63

EDRS PRICE MF-$0.18 HC-NOT AVAILABLE FROM EDRS 76p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *BARBERS, GRADE 11, GRADE 12, STUDENT RECORDS, *COOPERATIVE EDUCATION,

Question-type job or assignment sheets in this guide direct the student's related study in cooperative training programs. The material was developed by trade and industrial coordinators, subject matter specialists, and teacher educators. It was tested by use in high school programs. The 61 job sheets are keyed to three related reference books, but coordinator may supplement the student's study with additional material. Completed job experiences and related readings are to be recorded on the job sheets which cover the history of barbering, ladies' haircuts, the voluntary muscles of the head, acne facials, etc. A trade analysis progress form for teacher and student use is provided for recording composite job performance and reference readings during the 2-year program. The material was developed for grade 11 and grade 12 students in area vocational or comprehensive high schools. This mimeographed document includes a bibliography of related references and supplementary materials. This document is available for $1.50 from Trade and Industrial Education, Box 2847, University, Alabama, 35486. An answer book (VT 003 115) is also available, $1.00 each. (HC)

VT 003 119

Sheet Metal, A Study Guide and Progression Record for Sheet Metal Students in a Cooperative Training Program. (File, no. 324).

Alabama Univ., University. Dept. of Trade and Ind. Educ.

Nov65

DOCUMENT NOT AVAILABLE FROM EDRS 68p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SHEET METAL WORKERS, GRADE 11, GRADE 12, SHEET METAL WORK, STUDENT RECORDS, *COOPERATIVE EDUCATION,

Question-type job sheets in this guide direct the student's related study in cooperative training programs. The material was developed by trade and industrial coordinators, subject matter specialists, and teacher educators. It was tested by use in high school programs. The 53 job sheets are keyed to selected reference books but the coordinator may supplement the student's study with additional material. Completed job experiences and related readings are to be recorded on the job sheets. Examples of jobs are Prevent Accidents in the Shop, Flange Edges, Measure with Micrometer Calipers, and Solve Sheet Metal Problems with Equations. Trade analysis record forms for teacher and student use are provided for recording composite job performance and reference readings during the 2-year program. The material was developed for grade 11 and grade 12 students in area vocational and comprehensive high schools. This mimeographed document includes a bibliography and a student equipment list. This document is available for $1.25 from Trade and Industrial Education, Box 2847, University, Alabama 35486. An answer book is available from the same source for 75 cents. (HC)

VT 003 120

Auto Service Specialist, A Study Guide and Progression Record for Auto Service Students in a High School Cooperative Training Program. (File, no. 1489).

Spicer, F. H.

Alabama Univ., University. Dept. of Trade and Ind. Educ.

May67

DOCUMENT NOT AVAILABLE FROM EDRS 89p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTOMOBILE MECHANICS (OCCUPATION), *MOTOR VEHICLES, GRADE 11, GRADE 12, STUDENT RECORDS, *COOPERATIVE EDUCATION,

Job sheets in this guide direct individual study in a cooperative education program for auto mechanics. The study guide was developed by trade and industrial coordinators, subject matter specialists, and teacher educators and has been used in high school programs for many years. Each of the 72 job sheets contains the job title, related study references, and essay-type questions. A trade analysis and program record form provides for recording progress in job experiences and related study. The major areas are -- (1) Engine, (2) Cooling System, (3) Transmission, (4) Brakes, (5) Fuel and Ignition Systems, (6) Accessories, (7) Front End and Tires, (8) Crankcase and Exhaust System and Ventilation System, and (9) Electrical System. For use by students in grades 10, 11, and 12 in area vocational or comprehensive high schools, this material requires 1 hour per day for 2 years. Reference books are listed in the bibliography. This document is available for $1.50 from Trade and Industrial Education, Box 2847, University, Alabama 35486. An answer book (VT 003 121) is available for $1.00 from the same source. (HC)

VT 003 122

Photography, A Study Guide and Progression Record in Photography for Use in a Cooperative Training Program. (File, no. 311).

Pass, William A.

Alabama Univ., University. Dept. of Trade and Ind. Educ.

Apr66

DOCUMENT NOT AVAILABLE FROM EDRS 102p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *PHOTOGRAPHY, GRADE 11, GRADE 12, STUDENT RECORDS, COOPERATIVE EDUCATION,

Job sheets in this guide direct individual study in cooperative education programs in photography. The study guide was developed by trade and industrial coordinators, subject matter specialists, and teacher educators and was tested by use in high school programs. Each of the 86 job sheets contains a job title, related study references, and essay-type questions. A trade analysis and progress record form provides space for recording student test grades, job experiences, and completed related study. Representative job sheet titles are -- (1) Operate a Twin-Lens Reflex Camera, (2) Calibrate a Lens, (3) Calculate Depth of Field, (4) Use Developers, (5) Glaze Prints, (6) Make Large Prints, and (7) Hand Color a Print or Enlargement. The material is designed for use by high school students for 1 hour per day in a 2-year program in area vocational or comprehensive high schools. Two correlated texts and supplementary reference materials are listed in the bibliography. This document is available for $2.25 from Trade and Industrial Education, Box 2847, University, Alabama 35486. An answer book (VT 003 123) is available from the same source for $2.00. (HC)

VT 003 143

Guide for Course of Study for Automobile Mechanic (Entry).

Tennessee State Dept. of Education, Nashville

Tennessee Vocat. Curriculum Laboratory, Murfreesboro

65

DOCUMENT NOT AVAILABLE FROM EDRS 149p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTOMOBILE MECHANICS (OCCUPATION), *MOTOR VEHICLES, ADULT VOCATIONAL EDUCATION, *MDTA PROGRAMS,

The course outline in this guide is for teacher use in entry level instruction in (1) troubleshooting, (2) repair, (3) replacement of parts, unit assemblies, and circuits, (4) disassembly and assembly, and (5) use of floor tools, test equipment, and machines, with emphasis on safety. The material was developed by trade and industrial education instructors and organized by a technical writer for training auto mechanics in Manpower Development and Training programs. The sections of instruction are -- (1) Introduction which includes Orientation, Safety, and Survey of Shop and Equipment, (2) Tools, Tool Room, and Miscellaneous Parts, (3) The Automobile Chassis, (4) Automotive Electricity and Electric Service, (5) The Engine and Associated Systems, (6) The Power Train (Drive Train), (7) Wheels, Tires, and Brakes, (8) The Automotive Body, (9) Automobile Accessories, (10) General Lubrication, and (11) Related Math. The sections are divided into units which contain the objectives and instructional outlines. Each unit is keyed to lecture, discussion, demonstration, practical application, and test methods of instruction. The course was developed for 1,440 hours of instruction with 360 hours devoted to pre-vocational and remedial education. The time allotment and sequence of the sections and units may vary according to trainee ability. The teacher should be a skilled auto mechanic with teacher training. The appendixes are Suggested Tool List and General Review of Course (Test). Suggested references, films, bulletins, and resource programs are included. Single copies are available for $3.00 from Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130. (HC)

VT 003 156

Small Engines Mechanics, Units I-VI, Related Study Assignments, Job Sheets.

Louisiana Vocat. Curriculum Develop. and Research Center

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DOCUMENT NOT AVAILABLE FROM EDRS 360p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SMALL ENGINE MECHANICS, *ENGINES, POSTSECONDARY EDUCATION,

The basic fundamentals of small engine repair are presented in this study guide designed for trade school preparatory programs. The materials were developed by an individual author and tested in shop programs. Units of instruction include (1) Basic Repair Skills, (2) Engine Fundamentals, (3) Fuel Systems, (4) Magneto Ignition, (5) Starting Systems, and (6) Engine Overhaul. Related study assignments within each unit provide background information, instructional material with illustrations, related study references, and reference study questions. Tests to follow each assignment are available. Job experiences are directed by job sheets which include an introduction to the job, references, a list of tools and materials, job procedures, precautions, and questions for reviewing the job performed. Related mathematics instruction and problem sheets are provided as needed. The course was designed for post-secondary students who are seeking employment as small engine mechanics. The instructor should be skilled in small engine repair. Required textbooks are listed in the bibliography. Fundamentals for the repair of equipment using small engines is presented in "Small Engines Mechanics, Units VII-XIII" (VT 003 159). Unit tests for both volumes are given in "Small Engines Mechanics, Units I-XIII, Tests" (VT 003 157). Answers for the unit tests are given in VT 003 158. The study guide is available in single copy only for $2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (HC)

VT 003 159

Small Engines Mechanics, Units VII-XIII, Related Study Assignments, Job Sheets.

Louisiana Vocat. Curriculum Develop. and Research Center

66

DOCUMENT NOT AVAILABLE FROM EDRS 151p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SMALL ENGINE MECHANICS, *EQUIPMENT, ENGINES, POSTSECONDARY EDUCATION,

Basic fundamentals for the repair of equipment related to and using small engines are presented in this study guide. The materials were prepared and tested in shop situations by an individual author for use in trade school preparatory programs. Units of instruction include (1) Clutches and Drive Mechanisms, (2) Grass Cutting Equipment, (3) Refinishing, (4) Chain Saw, (5) Pumps, (6) Outboard Engine Fuel Systems, and (7) Outboard Engine Ignition. Related study assignments within each unit provide background information, instructional material with illustrations, related study references, and reference study questions. Tests to follow each assignment are available. Job experiences are directed by job sheets which include an introduction to the job, references, a list of tools and materials, job procedures, precautions, and questions for reviewing the job performed. The course was designed for post-secondary students who are seeking employment as small engine mechanics. Required textbooks are listed in the bibliography. Fundamentals for the repair of small engines are presented in "Small Engine Mechanics, Units I-VI" (VT 003 156). Unit tests for both volumes are given in "Small Engines Mechanics, Units I-XIII, Tests" (VT 003 157). Answers for the unit tests are given in VT 003 158. The study guide is available in single copy only for $2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (HC)

VT 003 161

Guide for Course of Study for Power Saw Man (Logging) (Entry).

McDonough, Frances S.

Tennessee State Dept. of Education, Nashville

Tennessee Vocat. Curriculum Laboratory, Murfreesboro

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DOCUMENT NOT AVAILABLE FROM EDRS 32p.

*CURRICULUM GUIDES, TRADE AND INDUSTRIAL EDUCATION, *LOGGERS, ADULT VOCATIONAL EDUCATION, BIBLIOGRAPHIES, REFERENCE MATERIALS, FILMS, *MDTA PROGRAMS,

The purpose of this outline is to serve as a guide for training power saw operators by developing knowledge, skills, and attitudes needed. It was prepared by a technical writer and instructors. Contents of the guide are -- (1) a course outline, (2) time allotment, (3) methods of instruction, (4) bibliography of references and films, and (5) a glossary. Units include -- (1) First Aid, (2) Care and Maintenance of Power Saws, (3) Felling, Limbing, and Bucking, (4) Loading, Hauling, and Marketing, and (5) Related and Remedial Training. Time needed for the course is 320 hours less 80 hours for remedial education. Subject matter is applicable in pulpwood industrial areas. Students should be selected on the basis of Manpower Development and Training Act criteria. The teacher should be occupationally competent and have teacher training. The bibliography includes eight references and ten 16 mm films. Single copies are available for $1.00 from Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130. (EM)

VT 003 164

Guide for Course of Study for Upholsterer.

McDonough, Frances S.

Tennessee State Dept. of Education, Nashville

Tennessee Vocational Curriculum Laboratory, Murfreesboro

66

DOCUMENT NOT AVAILABLE FROM EDRS 68p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *FURNITURE UPHOLSTERERS, ADULT VOCATIONAL EDUCATION, *MDTA PROGRAMS,

The purpose of this guide is to assist teachers in training upholsterers for entry employment in either job or customer shops in industry. It was developed by a supervisor for curriculum development aided by instructors. Content includes a course outline, time allotment, instruction methods, a bibliography, and a glossary. Major units are -- (1) Introduction to the Upholsterer's Trade, (2) Shop Procedures, (3) Upholstering Basics, (4) History of Furniture and Upholstery, (5) Color, and (6) Related and Remedial Training. The course requires 640 hours of instruction of which 160 hours should be devoted to prevocational and remedial education. The guide is intended for use in Manpower Development and Training Act (MDTA) classes and students should be selected on the basis of MDTA criteria. Teachers should be occupationally competent and have teacher training. This document is available in single copy only for $2.00 from Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130. (EM)

VOCATIONAL AND TECHNICAL EDUCATION (GENERAL) SECTION

VT 000 073 ED

Handbook for Diversified Cooperative Training.

Lowman, C. L.

Florida State Dept. of Education, Tallahassee
Bull-74H-3

Jun63

EDRS Price MF-$0.27 HC-$5.20 130p.

*COOPERATIVE EDUCATION, SENIOR HIGH SCHOOLS, CURRICULUM, LEGAL PROBLEMS, PUBLIC RELATIONS, CLUBS, *ADMINISTRATOR GUIDES, PROGRAM PLANNING, *PROGRAM ADMINISTRATION, *VOCATIONAL EDUCATION, EMPLOYERS, RECORDS (FORMS), COORDINATORS,

Florida,

This handbook was written to aid the school administrator and coordinator in establishing and operating a Diversified Cooperative Training (DCT) program. The DCT program involves the training of high school students in three general occupational groups -- trade and industrial, distributive, and office occupations. If specialized programs in cooperative distributive education and cooperative business education are operated within a school, all students training in marketing or merchandising goods or services should be enrolled in the distributive education program and students training in office occupations should be enrolled in cooperative business education instead of the DCT program. DCT is an integral part of the high school curriculum, utilizing the business and industrial establishments of the commmunity as training agencies. Included in this guide are (1) factors and steps to be taken in establishing a program, (2) legal responsibilities involved in operating a program, (3) the school's responsibility, (4) responsibilities of the employer, (5) securing and maintaining good public relations, and (6) club activities. The appendix includes sample forms, sample outline of general related study, the constitution of the Cooperative Education Clubs of Florida, the constitution and by-laws of the Cooperative Education Association of Florida, and job classification codes for cooperative education programs. (PS)

VT 002 035

Floristry, A Course of Study Designed for Cooperative Part-Time Students Employed in Florist Shops.

Karnes, James B., ed.

Missouri Univ., Columbia. Dept. of Industrial Education

Feb67

DOCUMENT NOT AVAILABLE FROM EDRS 140p.

INDIVIDUAL INSTRUCTION, *FLORIST WORKERS, *COOPERATIVE EDUCATION, FLORICULTURE, OCCUPATIONAL INFORMATION, SALESMANSHIP, HIGH SCHOOLS, POSTSECONDARY EDUCATION, *STUDY GUIDES,

Analysis of the work of the florist, together with assignment sheets covering the related occupational information to be taught by the school, made up this course of study prepared for teaching florist work on an individual basis in a part-time cooperative occupational education program. Developed by research assistants and an advisory committee after conslutation with personnel in the florist industry, this 180-hour related instruction is for use on the secondary and post-secondary levels. One information sheet and 23 assignment sheets, each with references and a test, are provided. Unit objectives are listed under job training and related information. Examples of the units are -- (1) Location and Layout of the Florist Shop, (2) Fixtures, Equipment, and Utilities, (3) Types, Care, and Treatment of Cut Flowers, (4) Supplies, Buying, Pricing, the Grower and Wholesaler, (5) Interior Display and Window Decoration, (6) Soils and Gravel Culture, and (7) Greenhouse Production of Potted Plants. This mimeographed document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. Separate instructor's keys (VT 002 034) are available from the same source for 50 cents each. (SL)

VT 002 844 ED

Pre-Technical Physics, Course Outline.

North Carolina State Board of Education, Raleigh

Aug63

EDRS Price MF-$0.09 HC-$0.44 11p.

*CURRICULUM GUIDES, *VOCATIONAL EDUCATION, PHYSICS, POSTSECONDARY EDUCATION, *PRETECHNOLOGY PROGRAMS,

Teachers developing lesson plans for a course in basic principles and concepts of physics can use this outline. It was developed by a committee of teachers and was based on experience and classroom use. The objective of the course is to help students acquire an understanding of the scientific approach and a working knowledge of basic laboratory procedures and equipment through units -- (1) general laboratory procedures, (2) properties and relationship of matter and energy, (3) systems of measurement, (4) force and motion, (5) friction, and (6) power transmission. The 48-hour course is for students entering post-high school pretechnical education programs without basic high school physics. The teacher should be qualified to teach physics. This mimeographed document lists two suggested texts and two references. (HC)

OTHER
RESOURCES
SECTION

VT 002 416 ED

Materials Developed By or Available Through the Instructional Materials Laboratory.

Kentucky Univ., Lexington. Instr. Materials Lab.

67

EDRS Price MF-$0.09 HC-$0.28 7p.

*BIBLIOGRAPHIES, *INSTRUCTIONAL MATERIALS, *VOCATIONAL EDUCATION, *AGRICULTURAL EDUCATION,

Materials include -- (1) teaching units in agricultural production for use with high school students, young farmers, and adult farmers, (2) teaching units and transparency masters for business and office education, and (3) teaching units for distributive education, health occupations, home economics, and trade and industrial education. (EM)

VT 002 697

Industrial Arts Bibliography.

Georgia State Dept. of Education, Austin

63

DOCUMENT NOT AVAILABLE FROM EDRS 16p.

*INDUSTRIAL ARTS, *BIBLIOGRAPHIES, *REFERENCE MATERIALS, *INSTRUCTIONAL MATERIALS, HIGH SCHOOLS,

Textbooks, reference books, project plan books, handbooks, and manuals are listed in this bibliography. These materials are suggested for a reference library to support the industrial arts courses in high schools. The publication dates are from 1936 to 1962. The subject areas included are -- (1) Automation, (2) Crafts, (3) Crafts -- Ceramics and Pottery, (4) Crafts -- Leather, (5) Crafts -- Metal, (6) Crafts -- Weaving and Braiding, (7) Design, (8) Drafting, (9) Electricity, (10) Graphic Arts, (11) Industry, (12) Mechanics, (13) Metal, (14) Technology, and (15) Wood. Prices are given. (HC)

VT 002 933

Handbook for MDT Guidance Personnel.

Tennessee State Dept. of Education, Nashville

Dec66

DOCUMENT NOT AVAILABLE FROM EDRS 94p.

*MDTA PROGRAMS, *GUIDANCE PROGRAMS, PUBLIC RELATIONS, *COUNSELING, VOCATIONAL COUNSELING, OCCUPATIONAL GUIDANCE, COUNSELORS, RECORDS (FORMS), ORIENTATION,

Tennessee,

The purpose of the handbook is to assist incoming guidance personnel to become cognizant of background information and areas for emphasis as they function as Manpower Development Training (MDT) counselors. It suggests an overall guidance and counseling program deemed suitable for MDT projects. The topics included are -- (1) Introduction, (2) Orientation, (3) MDT Guidance Records, (4) Guidance Services, (5) Consulting Services, (6) Community Activities and Relations, (7) Correlation of Job Placement and Follow-Up by Staff Personnel and Employment Security, and (8) Evaluation of the Total Program. The appendix contains samples of some forms used in counseling, suggested references and films, and a glossary. Single copies are available from Director of Manpower Development Training, Cordell Hull Building, Nashville, Tennessee 37203. (SL)

VT 003 128 ED

Projects for Group Guidance.

Iadipaoli, Marie V.

Rutgers State Univ., New Brunswick, N.J. Curriculum Lab.

Jun65

EDRS Price MF-$0.63 HC-NOT AVAILABLE FROM EDRS 431p.

*RESOURCE UNITS, HIGH SCHOOLS, *GROUP GUIDANCE, GROUP INSTRUCTION, GUIDANCE SERVICES, OCCUPATIONAL GUIDANCE, STUDENT PROBLEMS, INDIVIDUAL DEVELOPMENT, EDUCATIONAL GUIDANCE, SOCIAL RELATIONS,

The purpose of this resource unit is to aid guidance functions of the homeroom and planned group guidance program. The ultimate objective is to help the student to understand himself by focusing in group situations on problems common to teenagers and then to seek additional counseling when necessary. It was developed by the Guidance Department at the Essex County Vocational-Technical High School in New Jersey. Units are -- (1) Educational Guidance, (2) Personal Guidance, (3) Social Guidance, (4) Vocational Guidance, and (5) Civic Guidance. The organization of each project includes objectives, an outline of information, suggested procedures and activities, and some resources for the teacher and the student. The material is for use by certified teachers with any high school homeroom group, especially those in a vocational program. A general outline for the course and teacher references are included. This document is available for $2.00 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (MS)

INDEXES

AUTHOR INDEX

Page

ALABAMA UNIV., UNIVERSITY. DEPT. OF TRADE AND INDUSTRIAL EDUCATION
VT 001 250 269
Commercial Cooking, A Study Guide and Progression Record for Commercial Cooking Students in a Cooperative Training Program.

VT 001 671 274
Welding, A Study Guide and Progression Record for Welding Students in a Cooperative Training Program.

VT 002 376 ED 288
Automobile Body and Fender Repair and Refinishing, A Study Guide and Progression Record in Automobile Body and Fender Repair and Refinishing.

VT 002 819 292
Brickmasonry.

VT 003 108 295
Meat Cutting, A Study Guide and Progression Record for Meat Cutting Students in a Cooperative Training Program.

VT 003 109 296
Printing, A Study Guide and Progression Record for Printing Students in a Cooperative Training Program.

VT 003 112 297
Auto Mechanics, A Study Guide and Progression Record in Auto Mechanics for Use in a Cooperative Training Program.

VT 003 114 ED 298
Barbering, A Study Guide and Progression Record for Barbering Students in a Cooperative Training Program.

VT 003 119 299
Sheet Metal, A Study Guide and Progression Record for Sheet Metal Students in a Cooperative Training Program.

Page

VT 003 120 300
Auto Service Specialist, A Study Guide and Progression Record for Auto Service Students in a High School Cooperative Training Program.

VT 003 122 301
Photography, A Study Guide and Progression Record in Photography for Use in a Cooperative Training Program.

ANDERSON, LINWOOD
VT 002 999 244
Dental Accounting.

ARNOLD, WALTER M.
VT 001 875 ED 278
Electrical Technology, A Suggested 2-Year Post High School Curriculum.

ATOMIC ENERGY COMMISSION, WASHINGTON, D.C.
VT 001 337 ED 272
Peacetime Radiation Hazards in the Fire Service, Basic Course, Resource Manual.

VT 001 878 ED 279
Peacetime Radiation Hazards in the Fire Service, Basic Course, Study Guide.

VT 001 989 ED 281
Peacetime Radiation Hazards in the Fire Service, Orientation Unit, Instructor's Guide.

VT 002 067 ED 284
Peacetime Radiation Hazards in the Fire Service, Orientation Unit -- Student Manual.

VT 002 117 ED 287
Peacetime Radiation Hazards in the Fire Service, Basic Course, Instructor's Guide.

Page

BERNDT, WILLIAM
VT 001 337 ED 272
Peacetime Radiation Hazards in the Fire Service, Basic Course, Resource Manual.

VT 001 989 ED 281
Peacetime Radiation Hazards in the Fire Service, Orientation Unit, Instructor's Guide.

BERRY, CHARLOTTE AND OTHERS
VT 001 023 237
Dental Materials.

VT 002 206 240
Introduction to Dental Assisting.

VT 002 997 243
Preclinical Sciences I, Course Outline.

VT 003 000 245
Clinical Procedures I, Course Outline.

BOWLER, EARL M.
VT 000 305 267
Handbook for Shop Teachers.

BROOKING, WALTER J.
VT 001 736 ED 275
Electronic Technology, A Suggested 2-Year Post High School Curriculum.

BURBRINK, PAULINE W.
VT 000 148 218
Individual Assignments Based on "Your Attitude is Showing," by Elwood N. Chapman.

CALDWELL, L. C.
VT 002 819 292
Brickmasonry.

Page

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF BUSINESS EDUCATION
VT 001 322 219
Selected Methods of Instruction in Distributive Education.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION
VT 002 988 ED 293
Auto Parts Man, Workbook.

CENTRAL CONNECTICUT STATE COLL., NEW BRITAIN
VT 002 324 ED 207
Business Education Curriculum Implications of the Effects of Technology on the Types of Office Machines Used by Selected Connecticut Businesses.

CHANCEY, GILBERT E.
VT 001 513 ED 220
Career Development Unit, Job Interview.

VT 003 137 225
Merchandise Information Unit -- Need for Merchandise Information.

VT 003 139 226
Merchandise Information Unit -- Labels and Attached Descriptive Materials.

CLACK, EDWARD AND OTHERS
VT 000 508 259
Industrial Arts Programing for the High School.

CLOW, CLETUS A.
VT 002 324 ED 207
Business Education Curriculum Implications of the Effects of Technology on the Types of Office Machines Used by Selected Connecticut Businesses.

Page

COLICCHIO, ANTOINETTE J.
VT 001 872 ED 277
Pattern Making and Design.

CONNECTICUT STATE DEPT. OF EDUCATION, HARTFORD. DIV. OF VOCATIONAL EDUCATION
VT 002 324 ED 207
Business Education Curriculum Implications of the Effects of Technology on the Types of Office Machines Used by Selected Connecticut Businesses.

DALRYMPLE, L. T. AND OTHERS
VT 000 226 263
Supervised Study Guide, Small Gasoline Engine Repair.

FITTS, JAMES
VT 001 134 190
Garden Center Employee.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DISTRIBUTIVE, COOPERATIVE, AND BUSINESS EDUCATION SECTION
VT 000 064 205
A Guide -- Cooperative Business Education in Florida High Schools.

VT 000 073 ED 309
Handbook for Diversified Cooperative Training.

VT 000 074 217
A Guide -- Cooperative Distributive Education in Florida High Schools.

GEORGIA STATE DEPT. OF EDUCATION, AUSTIN
VT 002 697 316
Industrial Arts Bibliography.

GIBSON, E. DANA AND OTHERS
VT 000 081 ED 206
Audio-Visual Aids for Automation.

Page

GRIFFITH, PATRICIA
VT 003 016 246
Clinical Procedures II, Course Outline.

VT 003 018 247
Dental Office Practice I, Course Outline.

VT 003 019 248
Dental Office Practice II, Course Outline.

HARTSOOK, PAUL W.
VT 001 659 194
Livestock Marketing.

HENLEY, RICHARD
VT 002 994 200
Horticultural Slide Series I, Floricultural Crops.

HILL, MARCELLA P.
VT 002 929 ED 210
Office Machines.

HILLINGER, YVONNE M.
VT 002 779 ED 290
Power Sewing.

HOLMES, BETTE
VT 003 016 246
Clinical Procedures II, Course Outline.

HUISON, DAVID
VT 002 390 197
Know Your Land.

IADIPAOLI, MARIE V.
VT 003 128 ED 318
Projects for Group Guidance.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE
VT 003 004 ED 201
Electric Motors for Farm Use.

Page

JOHNSON, JOHNNY
VT 001 134 190
Garden Center Employee.

KARNES, JAMES B., ED.
VT 001 837 276
Auto Body Repair, A Course of Study Designed for Cooperative Part-Time Students Employed in Auto Body and Repair Shops.

VT 002 035 310
Floristry, A Course of Study Designed for Cooperative Part-Time Students Employed in Florist Shops.

VT 002 036 239
Nursing Assistant, A Course of Study Designed for Cooperative Part-Time Students Employed in Nursing Occupations.

VT 002 047 282
Electrical Appliance Servicing, Individual Study, A Course of Study Designed for Cooperative Part-Time Students Employed in Electrical Appliance Service Shops.

VT 002 049 283
Design Drafting, A Comprehensive Course of Study for Technical Drafting Programs.

VT 002 054 221
Salesmanship Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

VT 002 083 ED 285
General Mechanics, A Course of Study Designed for Cooperative Part-Time Students Employed in General Mechanics Shops.

VT 002 093 222
Merchandising Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

Page

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LABORATORY
VT 001 513 ED 220
Career Development Unit, Job Interview.

VT 002 416 ED 315
Materials Developed by or Available Through the Instructional Materials Laboratory.

VT 002 787 198
Soils Unit, The Chemical Properties of Soil.

VT 003 137 225
Merchandise Information Unit -- Need for Merchandise Information.

VT 003 139 226
Merchandise Information Unit -- Labels and Attached Descriptive Materials.

VT 003 142 214
Office Practice Unit -- Checker, Cash Clerk, and Cashier Training.

LEVENDOWSKI, J. C.
VT 001 322 219
Selected Methods of Instruction in Distributive Education.

LOUISIANA VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, NATCHITOCHES
VT 003 001 ED 211
Business Letter Writing for "Practical Business Correspondence for Colleges". Third Ed., Robertson and Walker, Southwestern Publishing Co., 1966, Instructor's Guide.

VT 003 002 ED 212
Business Training Course, Full-Keyboard Adding-Listing Machine.

VT 003 023 ED 294
Conference Leadership.

VT 003 156 303
Small Engines Mechanics, Units I-VI, Related Study Assignments, Job Sheets.

Page

VT 003 159 304
Small Engines Mechanics, Units VII-XIII, Related Study Assignments, Job Sheets.

LOVE, GENE M.
VT 001 263 192
Outlines for Preparing. 1. A Course of Study in Vocational Agriculture, 2. A Teacher's Unit Plan.

LOVELACE, BILL
VT 000 235 236
Supervised Study Guide in X-Ray Technology.

LOWMAN, C. L.
VT 000 073 ED 309
Handbook for Diversified Cooperative Training.

McDONOUGH, FRANCES S.
VT 003 161 305
Guide for Course of Study for Power Saw Man.

VT 003 162 256
Guide for Course of Study for Waiter, Waitress, Informal; Waiter, Waitress, Counter Attendant; Food Service Worker.

VT 003 164 306
Guide for Course of Study for Upholsterer.

VT 003 166 202
Guide for Course of Study for Farmer General.

MICHIGAN STATE DEPT. OF PUBLIC INSTRUCTION, LANSING
VT 000 508 259
Industrial Arts Programing for the High School.

MILLIKEN, MARY ELIZABETH
VT 000 129 232
Practical Nursing III.

Page

VT 000 130 233
Practical Nursing II.

VT 000 131 234
Practical Nursing I.

VT 000 359 ED 251
The Care of Infants and Young Children, A Program to Prepare Personnel for Group Care of Young Children.

VT 002 798 ED 241
The Ambulance Attendant, Extension Course Outline.

MISSISSIPPI STATE DEPARTMENT OF VOCATIONAL EDUCATION, CURRICULUM LABORATORY
VT 002 789 ED 291
A Handbook for Coordinators of Part-Time Cooperative Training Programs in Trade and Industrial Education.

MISSISSIPPI STATE DEPT. OF VOCATIONAL EDUCATION, JACKSON
VT 001 279 271
A Guide for Use in Developing Training Programs in Electronics Technology.

MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM LABORATORY
VT 001 278 ED 270
A Guide for Use in Developing Training Programs in Drafting and Design Technology.

VT 001 279 271
A Guide for Use in Developing Training Programs in Electronics Technology.

MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. INDUSTRIAL EDUCATION SECTION
VT 001 837 276
Auto Body Repair, A Course of Study Designed for Cooperative Part-Time Students Employed in Auto Body and Repair Shops.

Page

VT 002 036 239
Nursing Assistant, A Course of Study Designed for Cooperative Part-Time Students Employed in Nursing Occupations.

VT 002 047 282
Electrical Appliance Servicing, Individual Study, A Course of Study Designed for Cooperative Part-Time Students Employed in Electrical Appliance Service Shops.

VT 002 083 ED 285
General Mechanics, A Course of Study Designed for Cooperative Part-Time Students Employed in General Mechanics Shops.

MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. VOCATIONAL EDUCATION DIV.
VT 002 049 283
Design Drafting, A Comprehensive Course of Study for Technical Drafting Programs.

VT 002 054 221
Salesmanship Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

VT 002 093 222
Merchandising Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

MISSOURI UNIV., COLUMBIA. DEPT. OF INDUSTRIAL EDUCATION
VT 001 837 276
Auto Body Repair, A Course of Study Designed for Cooperative Part-Time Students Employed in Auto Body And Repair Shops.

VT 002 035 310
Floristry, A Course of Study Designed for Cooperative Part-Time Students Employed in Florist Shops.

Page

VT 002 036 239
Nursing Assistant, A Course of Study Designed for Cooperative Part-Time Students Employed in Nursing Occupations.

VT 002 047 282
Electrical Appliance Servicing, Individual Study, A Course of Study Designed for Cooperative Part-Time Students Employed in Electrical Appliance Service Shops.

VT 002 049 283
Design Drafting, A Comprehensive Course of Study for Technical Drafting Programs.

VT 002 054 221
Salesmanship Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

VT 002 083 ED 285
General Mechanics, A Course of Study Designed for Cooperative Part-Time Students Employed in General Mechanics Shops.

VT 002 093 222
Merchandising Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
VT 002 929 ED 210
Office Machines.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. VOCATIONAL DIV.
VT 001 534 ED 273
Physics and Chemistry for the Automotive Trades.

VT 001 827 ED 277
Pattern Making and Design.

Page

VT 002 779 ED 290
Power Sewing.

NEW MEXICO OCCUPATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT, SANTA FE.
VT 002 797 ED 209
Supervising Occupational Experience in Business Education.

NEW YORK STATE COLL. OF AGR., ITHACA. AGR. EDUC. DIV.
VT 000 062 175
Insurance in Agriculture.

NEW YORK STATE EDUCATION DEPT. ALBANY
VT 000 659 189
A Guide for the Preparation of Objective-Type Test Questions for Examinations in Agriculture.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LABORATORY
VT 000 112 229
Advanced Medical-Surgical Nursing for the Licensed Practical Nurse.

VT 000 113 230
Geriatric Nursing for the Licensed Practical Nurse.

VT 000 128 231
Practical Nursing IV.

VT 000 129 232
Practical Nursing III.

VT 000 130 233
Practical Nursing II.

VT 000 131 234
Practical Nursing I.

VT 000 132 235
Practical Nursing I, Teaching Aids.

VT 001 023 237
Dental Materials.

Page

VT 001 883 280
Direct Current Laboratory, Student Manual of Experiments.

VT 002 206 240
Introduction to Dental Assisting.

VT 002 798 241
The Ambulance Attendant, Extension Course Outline.

VT 002 997 243
Preclinical Sciences I, Course Outline.

VT 002 999 244
Dental Accounting.

VT 003 000 245
Clinical Procedures I, Course Outline.

VT 003 016 246
Clinical Procedures II, Course Outline.

VT 003 018 247
Dental Office Practice I, Course Outline.

VT 003 019 248
Dental Office Practice II, Course Outline.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DEPT. OF COMMUNITY COLLEGES
VT 002 844 ED 311
Pre-Technical Physics, Course Outline.

VT 003 015 ED 213
Traffic and Transportation.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. VOCATIONAL TECHNICAL DIV.
VT 000 359 ED 251
The Care of Infants and Young Children, A Program to Prepare Personnel for Group Care of Young Children.

Page

NORTON, ROBERT E.
VT 000 062 175
Insurance in Agriculture.

OFFICE OF EDUCATION, WASHINGTON, D.C.
VT 001 100 ED 238
Guides for Developing Curricula for the Education of Practical Nurses.

VT 001 337 ED 272
Peacetime Radiation Hazards in the Fire Service, Basic Course, Resource Manual.

VT 001 736 ED 275
Electronic Technology, A Suggested 2-Year Post High School Curriculum.

VT 001 834 ED 252
Supervised Food Service Workers, A Suggested Training Program.

VT 001 875 ED 278
Electrical Technology, A Suggested 2-Year Post High School Curriculum.

VT 001 878 ED 279
Peacetime Radiation Hazards in the Fire Service, Basic Course, Study Guide.

VT 001 989 ED 281
Peacetime Radiation Hazards in the Fire Service, Orientation Unit, Instructor's Guide.

VT 002 067 ED 284
Peacetime Radiation Hazards in the Fire Service, Orientation Unit -- Student Manual.

VT 002 099 ED 286
Chemical and Metallurgical Technologies, Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

VT 002 117 ED 287
Peacetime Radiation Hazards in the Fire Service, Basic Course, Instructor's Guide.

Page

VT 002 273 ED 254
Family Dinner Service Specialist, A Suggested Training Program.

VT 002 418 ED 208
Electronic Data Processing in Engineering, Science, and Business, Suggested Techniques for Determining Courses of Study in Vocational and Technical Education Programs.

VT 002 421 ED 289
Electrical and Electronic Technologies, Job Descriptions and Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

OFFICE OF EDUCATION, WASHINGTON, D.C. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION
VT 002 269 ED 253
Companion to an Elderly Person, A Suggested Training Program.

VT 002 415 ED 255
Hotel and Motel Housekeeping Aide, A Suggested Training Program.

OHIO STATE DEPT. OF EDUCATION. COLUMBUS. AGRICULTURAL EDUCATION SERVICE
VT 002 275 195
Mowers.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION
VT 000 514 268
Occupational Work Experience Program.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. VOCATIONAL AGRICULTURAL SERVICE
VT 001 539 193
An Aid to the Identification of 60 Ohio Plants.

VT 001 659 194
Livestock Marketing.

AUTHOR INDEX

Page

OHIO STATE UNIV. COLUMBUS. THE CENTER FOR REAEARCH AND LEADERSHIP DEVELOPMENT IN VOCATIONAL AND TECHNICAL EDUCATION
VT 000 619 ED 176
Course Outline for Horticulture - Service Occupations.

VT 000 620 ED 177
Exploring Occupational Opportunities in Ornamental Horticulture.

VT 000 621 ED 178
Identifying Horticultural Plants.

VT 000 622 ED 179
Propagating Horticultural Plants.

VT 000 623 ED 180
Growing Horticultural Plants.

VT 000 624 ED 181
Using Soil and Other Plant Growing Media Effectively.

VT 000 626 ED 183
Constructing, Maintaining, and Using Plant Growing Structures.

VT 000 627 ED 184
Agricultural Salesmanship.

VT 000 628 ED 185
Establishing and Caring for Lawns and Turf.

VT 000 629 ED 186
Operating, Repairing, and Maintaining Small Power Equipment.

VT 000 630 ED 187
Using and Caring for Ornamental Plant Materials and Landscape Structures.

VT 000 631 ED 188
Human Relations in Agricultural Occupations.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION
VT 001 539 193
An Aid to the Identification of 60 Ohio Plants.

Page

VT 001 659 194
Livestock Marketing.

VT 002 275 195
Mowers.

VT 002 390 197
Know Your Land.

VT 002 993 199
Maize Dwarf Mosaic.

VT 002 994 200
Horticultural Slide Series I, Floricultural Crops.

OREM, DOROTHEA E.
VT 001 100 ED 238
Guides for Developing Curricula for the Education of Practical Nurses.

PAGE, FOY
VT 002 303 ED 196
Veterinary Assistant.

PARKER, WILLIS M.
VT 001 883 280
Direct Current Laboratory, Student Manual of Experiments.

PASS, WILLIAM A.
VT 003 122 301
Photography, A Study Guide and Progression Record in Photography for Use in a Cooperative Training Program.

PA. STATE UNIV., UNIVERSITY PARK. DEPT. OF AGR. EDUC.
VT 001 263 192
Outlines for Preparing. 1. A Course of Study in Vocational Agriculture, 2. A Teacher's Unit Plan.

PETERSON, CLARENCE E.
VT 002 099 ED 286
Chemical and Metallurgical Technologies, Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

AUTHOR INDEX

Page

VT 002 418 ED 208
Electronic Data Processing in Engineering, Science, and Business, Suggested Techniques for Determining Courses of Study in Vocational and Technical Education Programs.

VT 002 421 ED 289
Electrical and Electronic Technologies, Job Descriptions and Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

REESE, ROBERT M.
VT 000 514 268
Occupational Work Experience Program.

RUTGERS STATE UNIV., NEW BRUNSWICK, N. J. VOCATIONAL-TECHNICAL CURRICULUM LABORATORY
VT 001 534 ED 273
Physics and Chemistry for the Automotive Trades.

VT 001 872 ED 277
Pattern Making and Design.

VT 002 779 ED 290
Power Sewing.

VT 002 929 ED 210
Office Machines.

VT 003 128 ED 318
Projects for Group Guidance.

SAN DIEGO STATE COLL., CALIF. BUREAU OF BUSINESS AND ECONOMIC RESEARCH
VT 000 081 ED 206
Audio-Visual Aids for Automation.

SELF, OSCAR A.
VT 000 247 266
Supervised Study Guide, Appliance Servicing.

Page

SPARKS, MAVIS C.
VT 003 142 214
Office Practice Unit -- Checker, Cash Clerk, and Cashier Training.

SPICER, F. H.
VT 003 120 300
Auto Service Specialist, A Study Guide and Progression Record for Auto Service Students in a High School Cooperative Training Program.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE
VT 002 926 223
Course of Study for Marketing II.

VT 002 931 224
Course of Study for Marketing I.

VT 002 935 ED 242
Mother and Infant Care, Practical Nurse Training Program, Lesson Plans.

TENNESSEE STATE DEPT. OF EDUCATION, NASHVILLE. DIV. OF VOCATIONAL-TECHNICAL EDUCATION
VT 002 933 317
Handbook for MDT Guidance Personnel.

TENNESSEE STATE DEPT. OF EDUCATION, NASHVILLE. MANPOWER DEVELOPMENT AND TRAINING SECTION
VT 003 143 302
Guide for Course of Study for Automobile Mechanic.

VT 003 161 305
Guide for Course of Study for Power Saw Man.

VT 003 162 ED 256
Guide for Course of Study for Waiter, Waitress, Informal; Waiter, Waitress, Counter Attendant; Food Service Worker.

Page

VT 003 164 306
Guide for Course of Study for Upholsterer.

VT 003 166 202
Guide for Course of Study for Farmer General.

TENNESSEE UNIV., KNOXVILLE. DEPT. OF INDUSTRIAL EDUCATION
VT 002 935 ED 242
Mother and Infant Care, Practical Nurse Training Program, Lesson Plans.

TENNESSEE VOCATIONAL CURRICULUM LABORATORY, MURFREESBORO
VT 002 926 223
Course of Study for Marketing II.

VT 002 931 224
Course of Study for Marketing I.

VT 003 143 302
Guide for Course of Study for Automobile Mechanic.

VT 003 161 305
Guide for Course of Study for Power Saw Man.

VT 003 164 306
Guide for Course of Study for Upholsterer.

TEXAS AGRICULTURAL AND MECHANICAL UNIV., COLLEGE STATION. TEACHING MATERIALS CENTER
VT 001 134 190
Garden Center Employee.

VT 001 195 ED 191
Feed Sales and Serviceman.

VT 002 303 ED 196
Veterinary Assistant.

TEXAS EDUCATION AGENCY, AUSTIN
VT 001 134 190
Garden Center Employee.

Page

VT 001 195 ED 191
Feed Sales and Serviceman.

VT 002 303 ED 196
Veterinary Assistant.

TEXAS EDUCATION AGENCY, AUSTIN. INDUSTRIAL EDUCATION DIV.
VT 000 232 265
Supervised Study Guide, Auto Partsman.

TEXAS STATE DEPT. OF EDUCATION, AUSTIN. INDUSTRIAL EDUCATION DIV.
VT 000 226 263
Supervised Study Guide, Small Gasoline Engine Repair.

VT 000 229 264
Supervised Study Guide in Refrigeration and Air Conditioning.

VT 000 247 266
Supervised Study Guide, Appliance Servicing.

VT 000 305 267
Handbook for Shop Teachers.

TEXAS UNIV., AUSTIN. DEPT. OF DISTRIBUTIVE EDUCATION
VT 000 148 218
Individual Assignments Based on "Your Attitude is Showing," by Elwood N. Chapman.

TEXAS UNIV., AUSTIN. DEPT. OF INDUSTRIAL EDUCATION
VT 000 226 263
Supervised Study Guide, Small Gasoline Engine Repair.

VT 000 229 264
Supervised Study Guide in Refrigeration and Air Conditioning.

VT 000 232 265
Supervised Study Guide, Auto Partsman.

Page

VT 000 235 236
Supervised Study Guide in X-Ray Technology.

VT 000 247 266
Supervised Study Guide, Appliance Servicing.

VT 000 305 267
Handbook for Shop Teachers.

VICE, BILLY J.
VT 002 787 198
Soils Unit, The Chemical Properties of Soil.

WIGGS, J. T.
VT 001 195 ED 191
Feed Sales and Serviceman.

WILLIAMS, L. E.
VT 002 993 199
Maize Dwarf Mosaic.

WOODIN, RALPH, ED.
VT 002 797 ED 209
Supervising Occupational Experience in Business Education.

WORTHING, ROBERT
VT 001 534 ED 273
Physics and Chemistry for the Automotive Trades.

DOCUMENT NUMBER INDEX

Page

VT 000 062 175
Insurance in Agriculture.

VT 000 064 205
A Guide -- Cooperative Business Education in Florida High Schools.

VT 000 073 ED 309
Handbook for Diversified Cooperative Training.

VT 000 074 217
A Guide -- Cooperative Distributive Education in Florida High Schools.

VT 000 081 ED 206
Audio-Visual Aids for Automation.

VT 000 112 229
Advanced Medical-Surgical Nursing for the Licensed Practical Nurse.

VT 000 113 230
Geriatric Nursing for the Licensed Practical Nurse.

VT 000 128 231
Practical Nursing IV.

VT 000 129 232
Practical Nursing III.

VT 000 130 233
Practical Nursing II.

VT 000 131 234
Practical Nursing I.

VT 000 132 235
Practical Nursing I, Teaching Aids.

Page

VT 000 148 218
Individual Assignments Based on "Your Attitude is Showing," by Elwood N. Chapman.

VT 000 226 263
Supervised Study Guide, Small Gasoline Engine Repair.

VT 000 229 264
Supervised Study Guide in Refrigeration and Air Conditioning.

VT 000 232 265
Supervised Study Guide, Auto Partsman.

VT 000 235 236
Supervised Study Guide in X-Ray Technology.

VT 000 247 266
Supervised Study Guide, Appliance Servicing.

VT 000 305 267
Handbook for Shop Teachers.

VT 000 359 ED 251
The Care of Infants and Young Children, A Program to Prepare Personnel for Group Care of Young Children.

VT 000 508 259
Industrial Arts Programing for the High School.

VT 000 514 268
Occupational Work Experience Program.

VT 000 619 ED 176
Course Outline for Horticulture - Service Occupations.

DOCUMENT NUMBER INDEX

Page

VT 000 620 ED 177
Exploring Occupational Opportunities in Ornamental Horticulture.

VT 000 621 ED 178
Identifying Horticultural Plants.

VT 000 622 ED 179
Propagating Horticultural Plants.

VT 000 623 ED 180
Growing Horticultural Plants.

VT 000 624 ED 181
Using Soil and Other Plant Growing Media Effectively.

VT 000 625 ED 182
Recognizing and Controlling Plant Pests.

VT 000 626 ED 183
Constructing, Maintaining, and Using Plant Growing Structures.

VT 000 627 ED 184
Agricultural Salesmanship.

VT 000 628 ED 185
Establishing and Caring for Lawns and Turf.

VT 000 629 ED 186
Operating, Repairing, and Maintaining Small Power Equipment.

VT 000 630 ED 187
Using and Caring for Ornamental Plant Materials and Landscape Structures.

VT 000 631 ED 188
Human Relations in Agricultural Occupations.

Page

VT 000 659 189
A Guide for the Preparation of Objective-Type Test Questions for Examinations in Agriculture.

VT 001 023 237
Dental Materials.

VT 001 100 ED 238
Guides for Developing Curricula for the Education of Practical Nurses.

VT 001 134 190
Garden Center Employee.

VT 001 195 ED 191
Feed Sales and Serviceman.

VT 001 250 269
Commercial Cooking, A Study Guide and Progression Record for Commercial Cooking Students in a Cooperative Training Program.

VT 001 263 192
Outlines for Preparing. 1. A Course of Study in Vocational Agriculture, 2. A Teacher's Unit Plan.

VT 001 278 ED 270
A Guide for Use in Developing Training Programs in Drafting and Design Technology.

VT 001 279 271
A Guide for Use in Developing Training Programs in Electronics Technology.

VT 001 322 219
Selected Methods of Instruction in Distributive Education.

DOCUMENT NUMBER INDEX

Page

VT 001 337 ED 272
Peacetime Radiation Hazards in the Fire Service, Basic Course, Resource Manual.

VT 001 513 ED 220
Career Development Unit, Job Interview.

VT 001 534 ED 273
Physics and Chemistry for the Automotive Trades.

VT 001 539 193
An Aid to the Identification of 60 Ohio Plants.

VT 001 659 194
Livestock Marketing.

VT 001 671 274
Welding, A Study Guide and Progression Record for Welding Students in a Cooperative Training Program.

VT 001 736 ED 275
Electronic Technology, A Suggested 2-Year Post High School Curriculum.

VT 001 834 ED 252
Supervised Food Service Workers, A Suggested Training Program.

VT 001 837 276
Auto Body Repair, A Course of Study Designed for Cooperative Part-Time Students Employed in Auto Body and Repair Shops.

VT 001 872 ED 277
Pattern Making and Design.

Page

VT 001 875 ED 278
Electrical Technology, A Suggested 2-Year Post High School Curriculum.

VT 001 878 ED 279
Peacetime Radiation Hazards in the Fire Service, Basic Course, Study Guide.

VT 001 883 280
Direct Current Laboratory, Student Manual of Experiments.

VT 001 989 ED 281
Peacetime Radiation Hazards in the Fire Service, Orientation Unit, Instructor's Guide.

VT 002 035 310
Floristry, A Course of Study Designed for Cooperative Part-Time Students Employed in Florist Shops.

VT 002 036 239
Nursing Assistant, A Course of Study Designed for Cooperative Part-Time Students Employed in Nursing Occupations.

VT 002 047 282
Electrical Appliance Servicing, Individual Study, A Course of Study Designed for Cooperative Part-Time Students Employed in Electrical Appliance Service Shops.

VT 002 049 283
Design Drafting, A Comprehensive Course of Study for Technical Drafting Programs.

VT 002 054 221
Salesmanship Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

DOCUMENT NUMBER INDEX

Page

VT 002 067 ED 284
Peacetime Radiation Hazards in the Fire Service, Orientation Unit -- Student Manual.

VT 002 083 ED 285
General Mechanics, A Course of Study Designed for Cooperative Part-Time Students Employed in General Mechanics Shops.

VT 002 093 222
Merchandising Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

VT 002 099 ED 286
Chemical and Metallurgical Technologies, Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

VT 002 117 ED 287
Peacetime Radiation Hazards in the Fire Service, Basic Course, Instructor's Guide.

VT 002 206 240
Introduction to Dental Assisting.

VT 002 269 ED 253
Companion to an Elderly Person, A Suggested Training Program.

VT 002 273 ED 254
Family Dinner Service Specialist, A Suggested Training Program.

VT 002 275 195
Mowers.

VT 002 303 ED 196
Veterinary Assistant.

Page

VT 002 324 ED 207
Business Education Curriculum Implications of the Effects of Technology on the Types of Office Machines Used by Selected Connecticut Businesses.

VT 002 376 ED 288
Automobile Body and Fender Repair and Refinishing, A Study Guide and Progression Record in Automobile Body and Fender Repair and Refinishing.

VT 002 390 197
Know Your Land.

VT 002 415 ED 255
Hotel and Motel Housekeeping Aide, A Suggested Training Program.

VT 002 416 ED 315
Materials Developed by or Available Through the Instructional Materials Laboratory.

VT 002 418 ED 208
Electronic Data Processing in Engineering, Science, and Business, Suggested Techniques for Determining Courses of Study in Vocational and Technical Education Programs.

VT 002 421 ED 289
Electrical and Electronic Technologies, Job Descriptions and Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

VT 002 697 316
Industrial Arts Bibliography.

VT 002 779 ED 290
Power Sewing.

DOCUMENT NUMBER INDEX

Page

VT 002 787 198
Soils Unit, The Chemical Properties of Soil.

VT 002 789 ED 291
A Handbook for Coordinators of Part-Time Cooperative Training Programs in Trade and Industrial Education.

VT 002 797 ED 209
Supervising Occupational Experience in Business Education.

VT 002 798 241
The Ambulance Attendant, Extension Course Outline.

VT 002 819 292
Brickmasonry.

VT 002 844 ED 311
Pre-Technical Physics, Course Outline.

VT 002 926 223
Course of Study for Marketing II.

VT 002 929 ED 210
Office Machines.

VT 002 931 224
Course of Study for Marketing I.

VT 002 933 317
Handbook for MDT Guidance Personnel.

VT 002 935 ED 242
Mother and Infant Care, Practical Nurse Training Program, Lesson Plans.

Page

VT 002 988 ED 293
Auto Parts Man, Workbook.

VT 002 993 199
Maize Dwarf Mosaic.

VT 002 994 200
Horticultural Slide Series I, Floricultural Crops.

VT 002 997 243
Preclinical Sciences I, Course Outline.

VT 002 999 244
Dental Accounting.

VT 003 000 245
Clinical Procedures I. Course Outline.

VT 003 001 ED 211
Business Letter Writing for "Practical Business Correspondence for Colleges". Third Ed., Robertson and Walker, Southwestern Publishing Co., 1966, Instructor's Guide.

VT 003 002 ED 212
Business Training Course, Full-Keyboard Adding-Listing Machine.

VT 003 004 ED 201
Electric Motors for Farm Use.

VT 003 015 ED 213
Traffic and Transportation.

VT 003 016 246
Clinical Procedures II, Course Outline.

VT 003 018 247
Dental Office Practice I, Course Outline.

DOCUMENT NUMBER INDEX

Page

VT 003 019 248
Dental Office Practice II, Course Outline.

VT 003 023 ED 294
Conference Leadership.

VT 003 108 295
Meat Cutting, A Study Guide and Progression Record for Meat Cutting Students in a Cooperative Training Program.

VT 003 109 296
Printing, A Study Guide and Progression Record for Printing Students in a Cooperative Training Program.

VT 003 112 297
Auto Mechanics, A Study Guide and Progression Record in Auto Mechanics for Use in a Cooperative Training Program.

VT 003 114 ED 298
Barbering, A Study Guide and Progression Record for Barbering Students in a Cooperative Training Program.

VT 003 119 299
Sheet Metal, A Study Guide and Progression Record for Sheet Metal Students in a Cooperative Training Program.

VT 003 120 300
Auto Service Specialist, A Study Guide and Progression Record for Auto Service Students in a High School Cooperative Training Program.

Page

VT 003 122 301
Photography, A Study Guide and Progression Record in Photography for Use in a Cooperative Training Program.

VT 003 128 ED 318
Projects for Group Guidance.

VT 003 137 225
Merchandise Information Unit -- Need for Merchandise Information.

VT 003 139 226
Merchandise Information Unit -- Labels and Attached Descriptive Materials.

VT 003 142 214
Office Practice Unit -- Checker, Cash Clerk, and Cashier Training.

VT 003 143 302
Guide for Course of Study for Automobile Mechanic.

VT 003 156 303
Small Engines Mechanics, Units I-VI, Related Study Assignments, Job Sheets.

VT 003 159 304
Small Engines Mechanics, Units VII-XIII, Related Study Assignments, Job Sheets.

VT 003 161 305
Guide for Course of Study for Power Saw Man.

VT 003 162 ED 256
Guide for Course of Study for Waiter, Waitress, Informal; Waiter, Waitress, Counter Attendant; Food Service Worker.

Page Page

VT 003 164 306
Guide for Course of Study for Upholsterer.

VT 003 166 202
Guide for Course of Study for Farmer General.

CONVERSION OF DOCUMENT NUMBER INDEX[1]

VT NUMBERS CONVERTED TO ED NUMBERS		ED NUMBERS CONVERTED TO VT NUMBERS	
VT 002 174	ED 011 551	ED 011 551	VT 002 174
VT 002 175	ED 011 552	ED 011 552	VT 002 175
VT 002 177	ED 011 553	ED 011 553	VT 002 177
VT 002 179	ED 011 554	ED 011 554	VT 002 179
VT 002 180	ED 011 555	ED 011 555	VT 002 180
VT 002 223	ED 011 556	ED 011 556	VT 002 223
VT 002 224	ED 011 557	ED 011 557	VT 002 224
VT 002 227	ED 011 558	ED 011 558	VT 002 227
VT 002 263	ED 011 561	ED 011 561	VT 002 263

---

[1] This index is cumulative for issues of AIM.

SUBJECT INDEX

Page

ADMINISTRATOR GUIDES
VT 000 064 205
A Guide -- Cooperative Business Education in Florida High Schools.

VT 000 073 ED 309
Handbook for Diversified Cooperative Training.

VT 000 074 217
A Guide -- Cooperative Distributive Education in Florida High Schools.

VT 000 514 268
Occupational Work Experience Program.

AGED
VT 000 113 230
Geriatric Nursing for the Licensed Practical Nurse.

VT 002 269 ED 253
Companion to an Elderly Person, A Suggested Training Program.

AGRICULTURAL EDUCATION
VT 000 062 175
Insurance in Agriculture.

VT 000 627 ED 184
Agricultural Salesmanship.

VT 000 631 ED 188
Human Relations in Agricultural Occupations.

VT 002 416 ED 315
Materials Developed by or Available Through the Instructional Materials Laboratory.

AGRICULTURAL MACHINERY
VT 002 275 195
Mowers.

AGRICULTURAL PRODUCTION
VT 003 166 202
Guide for Course of Study for Farmer General.

Page

AGRICULTURAL SUPPLY OCCUPATIONS
VT 001 195 ED 191
Feed Sales and Serviceman.

AIR CONDITIONING
VT 000 229 264
Supervised Study Guide in Refrigeration and Air Conditioning.

AMBULANCE ATTENDANTS
VT 002 798 241
The Ambulance Attendant, Extension Course Outline.

ANSWER KEYS
VT 003 001 ED 211
Business Letter Writing for "Practical Business Correspondence for Colleges". Third Ed., Robertson and Walker, Southwestern Publishing Co., 1966, Instructor's Guide.

AUDIOVISUAL AIDS
VT 000 081 ED 206
Audio-Visual Aids for Automation.

AUTOMATION
VT 000 081 ED 206
Audio-Visual Aids for Automation.

AUTOMOBILE BODY REPAIRMEN
VT 001 837 276
Auto Body Repair, A Course of Study Designed for Cooperative Part-Time Students Employed in Auto Body and Repair Shops.

VT 002 376 ED 288
Automobile Body and Fender Repair and Refinishing, A Study Guide and Progression Report in Automobile Body and Fender Repair and Refinishing.

AUTOMOBILE MECHANICS (OCCUPATION)
VT 001 534 ED 273
Physics and Chemistry for the Automotive Trades.

Page

VT 003 112 297
Auto Mechanics, A Study Guide and Progression Record in Auto Mechanics for Use in a Cooperative Training Program.

VT 003 120 300
Auto Service Specialist, A Study Guide and Progression Record for Auto Service Students in a High School Cooperative Training Program.

VT 003 143 302
Guide for Course of Study for Automobile Mechanic.

AUTOMOTIVE PARTS MEN
VT 000 232 265
Supervised Study Guide, Auto Partsman.

VT 002 988 ED 293
Auto Parts Man, Workbook.

BARBERS
VT 003 114 ED 298
Barbering, A Study Guide and Progression Record for Barbering Students in a Cooperative Training Program.

BIBLIOGRAPHIES
VT 000 081 ED 206
Audio-Visual Aids for Automation.

VT 002 416 ED 315
Materials Developed by or Available Through the Instructional Materials Laboratory.

VT 002 697 316
Industrial Arts Bibliography.

BOOKKEEPING
VT 002 999 244
Dental Accounting.

BRICKLAYERS
VT 002 819 292
Brickmasonry.

Page

BUSINESS
VT 002 324 ED 207
Business Education Curriculum Implications of the Effects of Technology on the Types of Office Machines Used by Selected Connecticut Businesses.

BUSINESS EDUCATION
VT 000 064 205
A Guide -- Cooperative Business Education in Florida High Schools.

VT 003 015 ED 213
Traffic and Transportation.

CHEMICAL TECHNICIANS
VT 002 099 ED 286
Chemical and Metallurgical Technologies, Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

CHEMISTRY
VT 001 534 ED 273
Physics and Chemistry for the Automotive Trades.

CHILD CARE
VT 000 359 ED 251
The Care of Infants and Young Children, A Program to Prepare Personnel for Group Care of Young Children.

CHILD CARE WORKERS
VT 000 359 ED 251
The Care of Infants and Young Children, A Program to Prepare Personnel for Group Care of Young Children.

CLOTHING DESIGN
VT 001 872 ED 277
Pattern Making and Design.

COMMUNICATION (THOUGHT TRANSFER)
VT 000 631 ED 188
Human Relations in Agricultural Occupations.

SUBJECT INDEX

Page

COMPANIONS (OCCUPATION)
VT 002 269 ED 253
Companion to an Elderly Person, A Suggested Training Program.

CONFERENCES
VT 003 023 ED 294
Conference Leadership.

COOKS
VT 001 250 269
Commercial Cooking, A Study Guide and Progression Record for Commercial Cooking Students in a Cooperative Training Program.

VT 002 273 ED 254
Family Dinner Service Specialist, A Suggested Training Program.

COOPERATIVE EDUCATION
VT 000 064 205
A Guide -- Cooperative Business Education in Florida High Schools.

VT 000 073 ED 309
Handbook for Diversified Cooperative Training.

VT 000 074 217
A Guide -- Cooperative Distributive Education in Florida High Schools.

VT 000 226 263
Supervised Study Guide, Small Gasoline Engine Repair.

VT 000 232 265
Supervised Study Guide, Auto Partsman.

VT 000 235 236
Supervised Study Guide in X-Ray Technology.

VT 000 247 266
Supervised Study Guide, Appliance Servicing.

VT 000 359 ED 251
The Care of Infants and Young Children, A Program to Prepare Personnel for Group Care of Young Children.

Page

VT 000 514 268
Occupational Work Experience Program.

VT 001 134 190
Garden Center Employee.

VT 001 195 ED 191
Feed Sales and Serviceman.

VT 001 250 269
Commercial Cooking, A Study Guide and Progression Record for Commercial Cooking Students in a Cooperative Training Program.

VT 001 671 274
Welding, A Study Guide and Progression Record for Welding Students in a Cooperative Training Program.

VT 001 837 276
Auto Body Repair, A Course of Study Designed for Cooperative Part-Time Students Employed in Auto Body and Repair Shops.

VT 002 035 310
Floristry, A Course of Study Designed for Cooperative Part-Time Students Employed in Florist Shops.

VT 002 036 239
Nursing Assistant, A Course of Study Designed for Cooperative Part-Time Students Employed in Nursing Occupations.

VT 002 047 282
Electrical Appliance Servicing, Individual Study, A Course of Study Designed for Cooperative Part-Time Students Employed in Electrical Applicance Service Shops.

VT 002 054 221
Salesmanship Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

SUBJECT INDEX

Page

VT 002 093 222
Merchandising Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

VT 002 303 ED 196
Veterinary Assistant.

VT 002 376 ED 288
Automobile Body and Fender Repair and Refinishing, A Study Guide and Progression Record in Automobile Body and Fender Repair and Refinishing.

VT 002 789 ED 291
A Handbook for Coordinators of Part-Time Cooperative Training Programs in Trade and Industrial Education.

VT 002 797 ED 209
Supervising Occupational Experience in Business Education.

VT 002 819 292
Brickmasonry.

VT 003 108 295
Meat Cutting, A Study Guide and Progression Record for Meat Cutting Students in a Cooperative Training Program.

VT 003 109 296
Printing, A Study Guide and Progression Record for Printing Students in a Cooperative Training Program.

VT 003 112 297
Auto Mechanics, A Study Guide and Progression Record in Auto Mechanics for Use in a Cooperative Training Program.

VT 003 114 ED 298
Barbering, A Study Guide and Progression Record for Barbering Students in a Cooperative Training Program.

Page

VT 003 119 299
Sheet Metal, A Study Guide and Progression Record for Sheet Metal Students in a Cooperative Training Program.

VT 003 120 300
Auto Service Specialist, A Study Guide and Progression Record for Auto Service Students in a High School Cooperative Training Program.

COORDINATORS
VT 002 789 ED 291
A Handbook for Coordinators of Part-Time Cooperative Training Programs in Trade and Industrial Education.

CORN
VT 002 993 199
Maize and Dwarf Mosaic.

COUNSELING
VT 002 933 317
Handbook for MDT Guidance Personnel.

COURSE OUTLINES
VT 002 083 ED 285
General Mechanics, A Course of Study Designed for Cooperative Part-Time Students Employed in General Mechanics Shops.

VT 002 798 241
The Ambulance Attendant, Extension Course Outline.

COURSES
VT 000 619 ED 176
Course Outline for Horticulture - Service Occupations.

CURRICULUM
VT 001 875 ED 278
Electrical Technology, A Suggested 2-Year Post High School Curriculum.

SUBJECT INDEX

Page

VT 003 015 ED 213
Traffic and Transportation.

CURRICULUM DEVELOPMENT
VT 001 100 ED 238
Guides for Developing Curricula for the Education of Practical Nurses.

VT 001 263 192
Outlines for Preparing. 1. A Course of Study in Vocational Agriculture, 2. A Teacher's Unit Plan.

VT 002 099 ED 286
Chemical and Metallurgical Technologies, Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

VT 002 418 ED 208
Electronic Data Processing in Engineering, Science, and Business, Suggested Techniques for Determining Courses of Study in Vocational and Technical Education Programs.

VT 002 421 ED 289
Electrical and Electronic Technologies, Job Descriptions and Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

CURRICULUM GUIDES
VT 000 064 205
A Guide -- Cooperative Business Education in Florida High Schools.

VT 000 074 217
A Guide -- Cooperative Distributive Education in Florida High Schools.

VT 000 112 229
Advanced Medical-Surgical Nursing for the Licensed Practical Nurse.

VT 000 113 230
Geriatric Nursing for the Licensed Practical Nurse.

VT 000 128 231
Practical Nursing IV.

Page

VT 000 129 232
Practical Nursing III.

VT 000 130 233
Practical Nursing II.

VT 000 131 234
Practical Nursing I.

VT 000 359 ED 251
The Care of Infants and Young Children, A Program to Prepare Personnel for Group Care of Young Children.

VT 001 023 237
Dental Materials.

VT 001 263 192
Outlines for Preparing. 1. A Course of Study in Vocational Agriculture, 2. A Teacher's Unit Plan.

VT 001 278 ED 270
A Guide for Use in Developing Training Programs in Drafting and Design Technology.

VT 001 279 271
A Guide for Use in Developing Training Programs in Electronics Technology.

VT 001 659 194
Livestock Marketing.

VT 001 736 ED 275
Electronic Technology, A Suggested 2-Year Post High School Curriculum.

VT 001 875 ED 278
Electrical Technology, A Suggested 2-Year Post High School Curriculum.

VT 002 049 283
Design Drafting, A Comprehensive Course of Study for Technical Drafting Programs.

VT 002 787 198
Soils Unit, The Chemical Properties of Soil.

SUBJECT INDEX

Page

VT 002 844 ED 311
Pre-Technical Physics, Course Outline.

VT 002 926 223
Course of Study for Marketing II.

VT 002 931 224
Course of Study for Marketing I.

VT 002 997 243
Preclinical Sciences I, Course Outline.

VT 002 999 244
Dental Accounting.

VT 003 000 245
Clinical Procedures I, Course Outline.

VT 003 016 246
Clinical Procedures II, Course Outline.

VT 003 018 247
Dental Office Practice I, Course Outline.

VT 003 019 248
Dental Office Practice II, Course Outline.

VT 003 143 302
Guide for Course of Study for Automobile Mechanic.

VT 003 161 305
Guide for Course of Study for Power Saw Man.

VT 003 162 ED 256
Guide for Course of Study for Waiter, Waitress, Informal; Waiter, Waitress, Counter Attendant; Food Service Worker.

VT 003 164 306
Guide for Course of Study for Upholsterer.

VT 003 166 202
Guide for Course of Study for Farmer General.

Page

CURRICULUM PLANNING
VT 000 508 259
Industrial Arts Programing for the High School.

VT 001 100 ED 238
Guides for Developing Curricula for the Education of Practical Nurses.

VT 002 324 ED 207
Business Education Curriculum Implications of the Effects of Technology on the Types of Office Machines Used by Selected Connecticut Businesses.

DATA PROCESSING
VT 002 418 ED 208
Electronic Data Processing in Engineering, Science, and Business, Suggested Techniques for Determining Courses of Study in Vocational and Technical Education Programs.

DEAF EDUCATION
VT 002 779 ED 290
Power Sewing.

VT 002 929 ED 210
Office Machines.

DENTAL ASSISTANTS
VT 001 023 237
Dental Materials.

VT 002 206 240
Introduction to Dental Assisting.

VT 002 999 244
Dental Accounting.

VT 003 000 245
Clinical Procedures I, Course Outline.

VT 003 016 246
Clinical Procedures II, Course Outline.

VT 003 018 247
Dental Office Practice I, Course Outline.

Page

VT 003 019 248
Dental Office Practice II, Course Outline.

DESIGN
VT 001 278 ED 270
A Guide for Use in Developing Training Programs in Drafting and Design Technology.

DISTRIBUTIVE EDUCATION
VT 000 074 217
A Guide -- Cooperative Distributive Education in Florida High Schools.

VT 000 148 218
Individual Assignments Based on "Your Attitude is Showing," by Elwood N. Chapman.

VT 001 322 219
Selected Methods of Instruction in Distributive Education.

VT 001 513 ED 220
Career Development Unit, Job Interview.

VT 002 054 221
Salesmanship Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

VT 002 093 222
Merchandising Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

VT 002 926 223
Course of Study for Marketing II.

VT 002 931 224
Course of Study for Marketing I.

VT 003 137 225
Merchandise Information Unit -- Need for Merchandise Information.

Page

VT 003 139 226
Merchandise Information Unit -- Labels and Attached Descriptive Materials.

DRAFTING
VT 001 278 ED 270
A Guide for Use in Developing Training Programs in Drafting and Design Technology.

EDUCABLE MENTALLY HANDICAPPED
VT 000 514 268
Occupational Work Experience Program.

ELECTRIC MOTORS
VT 003 004 ED 201
Electric Motors for Farm Use.

ELECTRICAL APPLIANCE SERVICEMEN
VT 002 047 282
Electrical Appliance Servicing, Individual Study, A Course of Study Designed for Cooperative Part-Time Students Employed in Electrical Appliance Service Shops.

ELECTRICITY
VT 001 883 280
Direct Current Laboratory, Student Manual of Experiments.

ELECTRONIC TECHNICIANS
VT 001 279 271
A Guide for Use in Developing Training Programs in Electronics Technology.

VT 001 736 ED 275
Electronic Technology, A Suggested 2-Year Post High School Curriculum.

VT 001 875 ED 278
Electrical Technology, A Suggested 2-Year Post High School Curriculum.

SUBJECT INDEX

Page

VT 002 421 ED 289
Electrical and Electronic Technologies, Job Descriptions and Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

ELECTRONICS
VT 001 883 280
Direct Current Laboratory, Student Manual of Experiments.

EMPLOYERS
VT 000 148 218
Individual Assignments Based on "Your Attitude is Showing," by Elwood N. Chapman.

EMPLOYMENT INTERVIEWS
VT 001 513 ED 220
Career Development Unit, Job Interview.

EMPLOYMENT OPPORTUNITIES
VT 000 620 ED 177
Exploring Occupational Opportunities in Ornamental Horticulture.

ENGINEERING DRAWING
VT 002 049 283
Design Drafting, A Comprehensive Course of Study for Technical Drafting Programs.

ENGINEERING TECHNICIANS
VT 002 099 ED 286
Chemical and Metallurgical Technologies, Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

ENGINES
VT 000 226 263
Supervised Study Guide, Small Gasoline Engine Repair.

VT 000 629 ED 186
Operating, Repairing, and Maintaining Small Power Equipment.

Page

VT 003 156 303
Small Engines Mechanics, Units I-VI Related Study Assignments, Job Sheets.

ENTOMOLOGY
VT 000 625 ED 182
Recognizing and Controlling Plant Pests.

EQUIPMENT
VT 000 629 ED 186
Operating, Repairing, and Maintaining Small Power Equipment.

VT 003 159 304
Small Engines Mechanics, Units VII-XIII, Related Study Assignments, Job Sheets.

FARM OCCUPATIONS
VT 001 539 193
An Aid to the Identification of 60 Ohio Plants.

FARMERS
VT 003 166 202
Guide for Course of Study for Farmer General.

FEED INDUSTRY
VT 001 195 ED 191
Feed Sales and Serviceman.

FILMSTRIPS
VT 002 390 197
Know Your Land.

VT 002 993 199
Maize Dwarf Mosaic.

VT 002 994 200
Horticultural Slide Series I, Floricultural Crops.

FIRE FIGHTERS
VT 001 337 ED 272
Peacetime Radiation Hazards in the Fire Service, Basic Course, Resource Manual.

Page

VT 001 878 ED 279
Peacetime Radiation Hazards in the Fire Service, Basic Course, Study Guide.

VT 001 989 ED 281
Peacetime Radiation Hazards in the Fire Service, Orientation Unit, Instructor's Guide.

VT 002 067 ED 284
Peacetime Radiation Hazards in the Fire Service, Orientation Unit -- Student Manual.

VT 002 117 ED 287
Peacetime Radiation Hazards in the Fire Service, Basic Course, Instructor's Guide.

FLORICULTURE
VT 002 994 200
Horticultural Slide Series I, Floricultural Crops.

FLORIST WORKERS
VT 002 035 310
Floristry, A Course of Study Designed for Cooperative Part-Time Students Employed in Florist Shops.

FOOD SERVICE
VT 001 250 269
Commercial Cooking, A Study Guide and Progression Record for Commercial Cooking Students in a Cooperative Training Program.

FOOD SERVICE OCCUPATIONS
VT 001 834 ED 252
Supervised Food Service Workers, A Suggested Training Program.

FOOD SERVICE WORKERS
VT 003 162 ED 256
Guide for Course of Study for Waiter, Waitress, Informal; Waiter, Waitress, Counter Attendant; Food Service Worker.

Page

FOODS INSTRUCTION
VT 001 834 ED 252
Supervised Food Service Workers, A Suggested Training Program.

VT 002 273 ED 254
Family Dinner Service Specialist, A Suggested Training Program.

FORAGE CROPS
VT 002 275 195
Mowers.

FURNITURE UPHOLSTERERS
VT 003 164 306
Guide for Course of Study for Upholsterer.

GARDEN CENTER EMPLOYEES
VT 001 134 190
Garden Center Employee.

GROUP GUIDANCE
VT 003 128 ED 318
Projects for Group Guidance.

GUIDANCE PROGRAMS
VT 002 933 317
Handbook for MDT Guidance Personnel.

HARVESTING
VT 002 275 195
Mowers.

HEALTH OCCUPATIONS EDUCATION
VT 000 112 229
Advanced Medical-Surgical Nursing for the Licensed Practical Nurse.

VT 000 113 230
Geriatric Nursing for the Licensed Practical Nurse.

VT 000 128 231
Practical Nursing IV.

VT 000 129 232
Practical Nursing III.

Page

VT 000 130 233
Practical Nursing II.

VT 000 131 234
Practical Nursing I.

VT 000 132 235
Practical Nursing I, Teaching Aids.

VT 000 235 236
Supervised Study Guide in X-Ray Technology.

VT 001 023 237
Dental Materials.

VT 001 100 ED 238
Guides for Developing Curricula for the Education of Practical Nurses.

VT 002 036 239
Nursing Assistant, A Course of Study Designed for Cooperative Part-Time Students Employed in Nursing Occupations.

VT 002 206 240
Introduction to Dental Assisting.

VT 002 798 241
The Ambulance Attendant, Extension Course Outline.

VT 002 935 ED 242
Mother and Infant Care, Practical Nurse Training Program, Lesson Plans.

VT 002 997 243
Preclinical Sciences I, Course Outline.

VT 002 999 244
Dental Accounting

VT 003 000 245
Clinical Procedures I, Course Outline.

VT 003 016 246
Clinical Procedures II, Course Outline.

VT 003 018 247
Dental Office Practice I, Course Outline.

Page

VT 003 019 248
Dental Office Practice II, Course Outline.

HIGH SCHOOLS
VT 001 513 ED 220
Career Development Unit, Job Interview.

VT 001 659 194
Livestock Marketing.

VT 002 787 198
Soils Unit, The Chemical Properties of Soil.

HOME APPLIANCES
VT 002 047 282
Electrical Appliance Servicing, Individual Study, A Course of Study Designed for Cooperative Part-Time Students Employed in Electrical Appliance Service Shops.

HOME ECONOMICS EDUCATION
VT 003 162 ED 256
Guide for Course of Study for Waiter, Waitress, Informal; Waiter, Waitress, Counter Attendant; Food Service Worker.

HORTICULTURE
VT 000 621 ED 178
Identifying Horticultural Plants.

VT 000 622 ED 179
Propagating Horticultural Plants.

VT 000 623 ED 180
Growing Horticultural Plants.

VT 000 624 ED 181
Using Soil and Other Plant Growing Media Effectively.

VT 000 626 ED 183
Constructing, Maintaining, and Using Plant Growing Structures.

Page

HOUSEHOLD APPLIANCE SERVICEMEN
VT 000 247 266
Supervised Study Guide, Appliance Servicing.

HOUSEHOLD APPLIANCES
VT 000 247 266
Supervised Study Guide, Appliance Servicing.

HUMAN RELATIONS
VT 000 148 218
Individual Assignments Based on "Your Attitude is Showing," by Elwood N. Chapman.

VT 000 631 ED 188
Human Relations in Agricultural Occupations.

INDUSTRIAL ARTS
VT 000 508 259
Industrial Arts Programing for the High School.

VT 002 697 316
Industrial Arts Bibliography.

INSERVICE COURSES
VT 000 112 229
Advanced Medical-Surgical Nursing for the Licensed Practical Nurse.

INSTRUCTIONAL AIDS
VT 000 132 235
Practical Nursing I, Teaching Aids.

INSTRUCTIONAL MATERIALS
VT 002 416 ED 315
Materials Developed by or Available Through the Instructional Materials Laboratory.

VT 002 697 316
Industrial Arts Bibliography.

INSURANCE
VT 000 062 175
Insurance in Agriculture.

Page

JOB ANALYSIS
VT 002 099 ED 286
Chemical and Metallurgical Technologies, Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

VT 002 418 ED 208
Electronic Data Processing in Engineering, Science, and Business, Suggested Techniques for Determining Courses of Study in Vocational and Technical Education Programs.

VT 002 421 ED 289
Electrical and Electronic Technologies, Job Descriptions and Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

LAND USE
VT 002 390 197
Know Your Land.

LEADERS GUIDES
VT 003 023 ED 294
Conference Leadership.

LEADERSHIP TRAINING
VT 003 023 ED 294
Conference Leadership.

LIVESTOCK
VT 001 659 194
Livestock Marketing.

LOGGERS
VT 003 161 305
Guide for Course of Study for Power Saw Man.

MDTA PROGRAMS
VT 001 834 ED 252
Supervised Food Service Workers, A Suggested Training Program.

VT 002 269 ED 253
Companion to an Elderly Person, A Suggested Training Program.

Page

VT 002 273 ED 254
Family Dinner Service Specialist, A Suggested Training Program.

VT 002 415 ED 255
Hotel and Motel Housekeeping Aide, A Suggested Training Program.

VT 002 933 317
Handbook for MDT Guidance Personnel.

VT 003 143 302
Guide for Course of Study for Automobile Mechanic.

VT 003 161 305
Guide for Course of Study for Power Saw Man.

VT 003 164 306
Guide for Course of Study for Upholsterer.

VT 003 166 202
Guide for Course of Study for Farmer General.

MAIDS
VT 002 415 ED 255
Hotel and Motel Housekeeping Aide, A Suggested Training Program.

MARKETING
VT 001 659 194
Livestock Marketing.

VT 002 926 223
Course of Study for Marketing II.

VT 002 931 224
Course of Study for Marketing I.

VT 002 988 ED 293
Auto Parts Man, Workbook.

MEAT CUTTERS
VT 003 108 295
Meat Cutting, A Study Guide and Progression Record for Meat Cutting Students in a Cooperative Training Program.

Page

MECHANICS (PRACTICAL)
VT 002 083 ED 285
General Mechanics, A Course of Study Designed for Cooperative Part-Time Students Employed in General Mechanics Shops.

MERCHANDISE INFORMATION
VT 003 137 225
Merchandise Information Unit -- Need for Merchandise Information.

VT 003 139 226
Merchandise Information Unit -- Labels and Attached Descriptive Materials.

MERCHANDISING
VT 002 093 222
Merchandising Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

MOTOR VEHICLES
VT 002 376 ED 288
Automobile Body and Fender Repair and Refinishing, A Study Guide and Progression Record in Automobile Body and Fender Repair and Refinishing.

VT 002 988 ED 293
Auto Parts Man, Workbook.

VT 003 112 297
Auto Mechanics, A Study Guide and Progression Record in Auto Mechanics for Use in a Cooperative Training Program.

VT 003 120 300
Auto Service Specialist, A Study Guide and Progression Record for Auto Service Students in a High School Cooperative Training Program.

VT 003 143 302
Guide for Course of Study for Automobile Mechanic.

SUBJECT INDEX

Page

NURSES AIDES
VT 002 036 239
Nursing Assistant, A Course of Study Designed for Cooperative Part-Time Students Employed in Nursing Occupations.

NURSING
VT 000 128 231
Practical Nursing IV.

VT 000 129 232
Practical Nursing III.

VT 000 130 233
Practical Nursing II.

VT 000 131 234
Practical Nursing I.

VT 000 132 235
Practical Nursing I, Teaching Aids.

VT 002 036 239
Nursing Assistant, A Course of Study Designed for Cooperative Part-Time Students Employed in Nursing Occupations.

VT 002 935 ED 242
Mother and Infant Care, Practical Nurse Training Program, Lesson Plans.

OCCUPATIONAL CHOICE
VT 000 620 ED 177
Exploring Occupational Opportunities in Ornamental Horticulture.

OCCUPATIONAL HOME ECONOMICS
VT 000 359 ED 251
The Care of Infants and Young Children, A Program to Prepare Personnel for Group Care of Young Children.

VT 001 834 ED 252
Supervised Food Service Workers, A Suggested Training Program.

VT 002 269 ED 253
Companion to an Elderly Person, A Suggested Training Program.

Page

VT 002 273 ED 254
Family Dinner Service Specialist, A Suggested Training Program.

VT 002 415 ED 255
Hotel and Motel Housekeeping Aide, A Suggested Training Program.

OCCUPATIONAL INFORMATION
VT 002 099 ED 286
Chemical and Metallurgical Technologies, Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

VT 002 418 ED 208
Electronic Data Processing in Engineering, Science, and Business, Suggested Techniques for Determining Courses of Study in Vocational and Technical Education Programs.

VT 002 421 ED 289
Electrical and Electronic Technologies, Job Descriptions and Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

OFFICE MACHINES
VT 002 324 ED 207
Business Education Curriculum Implications of the Effects of Technology on the Types of Office Machines Used by Selected Connecticut Businesses.

VT 002 929 ED 210
Office Machines.

VT 003 002 ED 212
Business Training Course, Full-Keyboard Adding-Listing Machine.

OFFICE OCCUPATIONS EDUCATION
VT 000 064 205
A Guide -- Cooperative Business Education in Florida High Schools.

Page

VT 002 324 ED 207
Business Education Curriculum Implications of the Effects of Technology on the Types of Office Machines Used by Selected Connecticut Businesses.

VT 002 797 ED 209
Supervising Occupational Experience in Business Education.

VT 002 929 ED 210
Office Machines.

VT 003 001 ED 211
Business Letter Writing for "Practical Business Correspondence for Colleges". Third Ed., Robertson and Walker, Southwestern Publishing Co., 1966, Instructor's Guide.

VT 003 002 ED 212
Business Training Course, Full-Keyboard Adding-Listing Machine.

ORNAMENTAL HORTICULTURE
VT 000 619 ED 176
Course Outline for Horticulture - Service Occupations.

VT 000 630 ED 187
Using and Caring for Ornamental Plant Materials and Landscape Structures.

VT 001 134 190
Garden Center Employee.

ORNAMENTAL HORTICULTURE OCCUPATIONS
VT 000 619 ED 176
Course Outline for Horticulture - Service Occupations.

VT 000 620 ED 177
Exploring Occupational Opportunities in Ornamental Horticulture.

VT 000 621 ED 178
Identifying Horticultural Plants.

VT 000 622 ED 179
Propagating Horticultural Plants.

Page

VT 000 623 ED 180
Growing Horticultural Plants.

VT 000 624 ED 181
Using Soil and Other Plant Growing Media Effectively.

VT 000 625 ED 182
Recognizing and Controlling Plant Pests.

VT 000 626 ED 183
Constructing, Maintaining, and Using Plant Growing Structures.

VT 000 627 ED 184
Agricultural Salesmanship.

VT 000 628 ED 185
Establishing and Caring for Lawns and Turf.

VT 000 629 ED 186
Operating, Repairing, and Maintaining Small Power Equipment.

VT 000 630 ED 187
Using and Caring for Ornamental Plant Materials and Landscape Structures.

VT 000 631 ED 188
Human Relations in Agricultural Occupations.

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Horticultural Slide Series I, Floricultural Crops.

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VT 001 872 ED 277
Pattern Making and Design.

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VT 003 122 301
Photography, A Study Guide and Progression Record in Photography for Use in a Cooperative Training Program.

PHYSICAL FACILITIES
VT 000 626 ED 183
Constructing, Maintaining, and Using Plant Growing Structures.

Page

PHYSICS
VT 001 534 ED 273
Physics and Chemistry for the Automotive Trades.

PLANT IDENTIFICATION
VT 000 621 ED 178
Identifying Horticultural Plants.

VT 001 539 193
An Aid to the Identification of 60 Ohio Plants.

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Maize Dwarf Mosaic.

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Propagating Horticultural Plants.

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Advanced Medical-Surgical Nursing for the Licensed Practical Nurse.

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Practical Nursing I.

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VT 001 100 ED 238
Guides for Developing Curricula for the Education of Practical Nurses.

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Page

PREGNANCY
VT 002 935 ED 242
Mother and Infant Care, Practical Nurse Training Program, Lesson Plans.

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VT 002 797 ED 209
Supervising Occupational Experience in Business Education.

SUBJECT INDEX

Page

PROGRAM GUIDES
VT 002 789 ED 291
A Handbook for Coordinators of Part-Time Cooperative Training Programs in Trade and Industrial Education.

PROGRAM PLANNING
VT 002 797 ED 209
Supervising Occupational Experience in Business Education.

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Peacetime Radiation Hazards in the Fire Service, Basic Course, Instructor's Guide.

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Page

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An Aid to the Identification of 60 Ohio Plants.

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Merchandise Information Unit -- Need for Merchandise Information.

VT 003 139 226
Merchandise Information Unit -- Labels and Attached Descriptive Materials.

SUBJECT INDEX

Page

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Small Engines Mechanics, Units I-VI, Related Study Assignments, Job Sheets.

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Small Engines Mechanics, Units VII-XIII, Related Study Assignments, Job Sheets.

Page

SOIL SCIENCE
VT 000 624 ED 181
Using Soil and Other Plant Growing Media Effectively.

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Soils Unit, The Chemical Properties of Soil.

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Garden Center Employee.

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Feed Sales and Serviceman.

VT 001 250 269
Commercial Cooking, A Study Guide and Progression Record for Commercial Cooking Students in a Cooperative Training Program.

VT 001 534 ED 273
Physics and Chemistry for the Automotive Trades.

SUBJECT INDEX

Page

VT 001 671 274
Welding, A Study Guide and Progression Record for Welding Students in a Cooperative Training Program.

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Auto Body Repair, A Course of Study Designed for Cooperative Part-Time Students Employed in Auto Body and Repair Shops.

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Peacetime Radiation Hazards in the Fire Service, Orientation Unit -- Student Manual.

Page

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Business Training Course, Full-Keyboard Adding-Listing Machine.

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Meat Cutting, A Study Guide and Progression Record for Meat Cutting Students in a Cooperative Training Program.

Page

VT 003 109 296
Printing, A Study Guide and Progression Record for Printing Students in a Cooperative Training Program.

VT 003 112 297
Auto Mechanics, A Study Guide and Progression Record in Auto Mechanics for Use in a Cooperative Training Program.

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Photography, A Study Guide and Progression Record in Photography for Use in a Cooperative Training Program.

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Small Engines Mechanics, Units I-VI, Related Study Assignments, Job Sheets.

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Small Engines Mechanics, Units VII-XIII, Related Study Assignments, Job Sheets.

TEACHING GUIDES

VT 000 305 267
Handbook for Shop Teachers.

VT 000 620 ED 177
Exploring Occupational Opportunities in Ornamental Horticulture.

Page

VT 000 621 ED 178
Identifying Horticultural Plants.

VT 000 622 ED 179
Propagating Horticultural Plants.

VT 000 623 ED 180
Growing Horticultural Plants.

VT 000 624 ED 181
Using Soil and Other Plant Growing Media Effectively.

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Constructing, Maintaining, and Using Plant Growing Structures.

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Agricultural Salesmanship.

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Establishing and Caring for Lawns and Turf.

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Operating, Repairing, and Maintaining Small Power Equipment.

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Using and Caring for Ornamental Plant Materials and Landscape Structures.

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Human Relations in Agricultural Occupations.

VT 001 279 271
A Guide for Use in Developing Training Programs in Electronics Technology.

VT 001 513 ED 220
Career Development Unit, Job Interview.

VT 001 834 ED 252
Supervised Food Service Workers, A Suggested Training Program.

Page

VT 001 989 ED 281
Peacetime Radiation Hazards in the Fire Service, Orientation Unit, Instructor's Guide.

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Design Drafting, A Comprehensive Course of Study for Technical Drafting Programs.

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Merchandise Information Unit -- Labels and Attached Descriptive Materials.

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Office Practice Unit -- Checker, Cash Clerk, and Cashier Training.

TEACHING METHODS
VT 000 305 267
Handbook for Shop Teachers.

Page

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Selected Methods of Instruction in Distributive Education.

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Handbook for Shop Teachers.

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A Guide for Use in Developing Training Programs in Drafting and Design Technology.

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Chemical and Metallurgical Technologies, Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

VT 002 418 ED 208
Electronic Data Processing in Engineering, Science, and Business, Suggested Techniques for Determining Courses of Study in Vocational and Technical Education Programs.

Page

VT 002 421 ED 289
Electrical and Electronic Technologies, Job Descriptions and Suggested Techniques for Determining Courses of Study in Vocational Education Programs.

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A Guide for the Preparation of Objective-Type Test Questions for Examinations in Agriculture.

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Supervised Study Guide, Small Gasoline Engine Repair.

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VT 000 232 265
Supervised Study Guide, Auto Partsman.

VT 000 247 266
Supervised Study Guide, Appliance Servicing.

VT 000 305 267
Handbook for Shop Teachers.

Page

VT 000 514 268
Occupational Work Experience Program.

VT 001 250 269
Commercial Cooking, A Study Guide and Progression Record for Commercial Cooking Students in a Cooperative Training Program.

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A Guide for Use in Developing Training Programs in Drafting and Design Technology.

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A Guide for Use in Developing Training Programs in Electronics Technology.

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Peacetime Radiation Hazards in the Fire Service, Basic Course, Resource Manual.

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Welding, A Study Guide and Progression Record for Welding Students in a Cooperative Training Program.

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Electronic Technology, A Suggested 2-Year Post High School Curriculum.

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Auto Body Repair, A Course of Study Designed for Cooperative Part-Time Students Employed in Auto Body and Repair Shops.

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Pattern Making and Design.

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Electrical Technology, A Suggested 2-Year Post High School Curriculum.

VT 001 878 ED 279
Peacetime Radiation Hazards in the Fire Service, Basic Course, Study Guide.

SUBJECT INDEX

Page

VT 001 883 280
Direct Current Laboratory, Student Manual of Experiments.

VT 001 989 ED 281
Peacetime Radiation Hazards in the Fire Service, Orientation Unit, Instructor's Guide.

VT 002 047 282
Electrical Appliance Servicing, Individual Study, A Course of Study Designed for Cooperative Part-Time Students Employed in Electrical Appliance Service Shops.

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VT 002 779 ED 290
Power Sewing.

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A Handbook for Coordinators of Part-Time Cooperative Training Programs in Trade and Industrial Education.

VT 002 819 292
Brickmasonry.

Page

VT 002 988 ED 293
Auto Parts Man, Workbook.

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Conference Leadership.

VT 003 108 295
Meat Cutting, A Study Guide and Progression Record for Meat Cutting Students in a Cooperative Training Program.

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Barbering, A Study Guide and Progression Record for Barbering Students in a Cooperative Training Program.

VT 003 119 299
Sheet Metal, A Study Guide and Progression Record for Sheet Metal Students in a Cooperative Training Program.

VT 003 120 300
Auto Service Specialist, A Study Guide and Progression Record for Auto Service Students in a High School Cooperative Training Program.

VT 003 122 301
Photography, A Study Guide and Progression Record in Photography for Use in a Cooperative Training Program.

VT 003 143 302
Guide for Course of Study for Automobile Mechanic.

VT 003 156 303
Small Engines Mechanics, Units I-IV, Related Study Assignments, Job Sheets.

Page

VT 003 159 304
Small Engines Mechanics, Units VII-XIII, Related Study Assignments, Job Sheets.

VT 003 164 306
Guide for Course of Study for Upholsterer.

TURF MANAGEMENT
VT 000 628 ED 185
Establishing and Caring for Lawns and Turf.

UNITS OF STUDY (SUBJECT FIELDS)
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Using and Caring for Ornamental Plant Materials and Landscape Structures.

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Career Development Unit, Job Interview.

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Peacetime Radiation Hazards in the Fire Service, Orientation Unit, Instructor's Guide.

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Veterinary Assistant.

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Veterinary Assistant.

VOCATIONAL AGRICULTURE
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Course Outline for Horticulture - Service Occupations.

VT 000 620 · ED 177
Exploring Occupational Opportunities in Ornamental Horticulture.

VT 000 621 ED 178
Identifying Horticultural Plants.

VT 000 622 ED 179
Propagating Horticultural Plants.

Page

VT 000 623 ED 180
Growing Horticultural Plants.

VT 000 624 ED 181
Using Soil and Other Plant Growing Media Effectively.

VT 000 625 ED 182
Recognizing and Controlling Plant Pests.

VT 000 626 ED 183
Constructing, Maintaining, and Using Plant Growing Structures.

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Establishing and Caring for Lawns and Turf.

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Operating, Repairing, and Maintaining Small Power Equipment.

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Using and Caring for Ornamental Plant Materials and Landscape Structures.

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An Aid to the Identification of 60 Ohio Plants.

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Livestock Marketing.

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Mowers.

VT 002 303 ED 196
Veterinary Assistant.

Page

VT 002 390 197
Know Your Land.

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Soils Unit, The Chemical Properties of Soil.

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Maize Dwarf Mosaic.

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Horticultural Slide Series I, Floricultural Crops.

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